Policy Development Checklist

Submitter Name: Submitter Phone: Department:

Policy Name: New or Existing Policy: Date:

Indicate completion with ✓	**The Policy Administrator must complete the following steps to secure all required approvals for new and revised University Policies**
	Review Section (D) of the Policy on Policy Development (3341-1-5)
	For revision to an existing policy, request the official Word version of the University policy from the Office of General Counsel (Policy Coordinator – afelty@bgsu.edu) to ensure that the accessibility of the document is maintained. For a new policy, request the official Word version of the University policy template from the Office of General Counsel (Policy Coordinator – afelty@bgsu.edu) to ensure consistent formatting.
	For revision to an existing policy, use "track changes" in the official Word version to show the revisions.
	Consult with affected university stakeholders and constituencies allotting 7-10 business days for constituent feedback. Examples include: ☐ Faculty Senate ☐ Faculty Association ☐ Undergraduate Student Senate ☐ Graduate Student Association ☐ Administrative Staff Council ☐ Classified Staff Council ☐ Other_____ ☐ Other_____ Questions about which constituent group(s) need to be consulted can be posed to Office of General Counsel.
	Submit the draft policy to the Office of General Counsel for review.
	Complete and submit the Equity Impact Assessment Rubric.
	Once the Equity Impact Assessment Rubric is approved, submit the draft policy to the President's Office with a copy to the Office of General Counsel for inclusion on the Policy Review Council agenda for review. Please allot five (5) business days in advance of the Policy Review Council's next meeting to ensure inclusion in the Policy Review Council's Agenda.
	Address any feedback from the Policy Review Council and re-submit the draft policy to the Office of General Counsel to undertake final formatting. The Office of General Counsel will garner Presidential approval.