

## Policy Development Checklist

Indicate completion with ✓	<b>The Policy Administrator must complete the following steps to secure all required approvals for new and revised University Policies</b>
	Review Section (D) of the Policy on Policy Development (3341-1-5)
	<p>For revision to an existing policy, request the official Word version of the University policy from the Office of General Counsel (Policy Coordinator – <a href="mailto:afelty@bgsu.edu">afelty@bgsu.edu</a>) to ensure that the accessibility of the document is maintained.</p> <p>For a new policy, request the official Word version of the University policy template from the Office of General Counsel (Policy Coordinator – <a href="mailto:afelty@bgsu.edu">afelty@bgsu.edu</a>) to ensure consistent formatting.</p>
	For revision to an existing policy, use “track changes” in the official Word version to show the revisions.
	Submit the tracked changes/redlined version of the policy to the Office of General Counsel for review (starting with the attorney most relevant to the policy topic.)
	<p>Consult with affected university stakeholders and constituencies allotting 7-10 business days for constituent feedback. Examples include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Faculty Senate</li> <li><input type="checkbox"/> Faculty Association</li> <li><input type="checkbox"/> Undergraduate Student Senate</li> <li><input type="checkbox"/> Graduate Student Association</li> <li><input type="checkbox"/> Administrative Staff Council</li> <li><input type="checkbox"/> Classified Staff Council</li> <li><input type="checkbox"/> Other _____</li> <li><input type="checkbox"/> Other _____</li> </ul> <p>Questions about which constituent group(s) need to be consulted can be posed to Office of General Counsel.</p>
	After incorporating constituent feedback, submit the draft policy, with tracked changes, to the Office of General Counsel ( <a href="mailto:stokesm@bgsu.edu">stokesm@bgsu.edu</a> , cc <a href="mailto:afelty@bgsu.edu">afelty@bgsu.edu</a> ) for final review and inclusion on the agenda for the Policy Review Council. Please allot ten (10) business days in advance of the Policy Review Council’s next meeting.
	The Policy Administrator, or delegee, will attend the Policy Review Council meeting and subsequently address any feedback from the Policy Review Council. Following integration of the Policy Review Council’s feedback, the Office of General Counsel will garner Presidential approval.