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## RESPONSIBILITIES

Utilize this list of responsibilities to guide you through each stage of the policy development process.

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### **Department Head, Direct Report, or Designee**

- Obtains approval from the VPFO to proceed with drafting the Impact Statement.
- Typically, a member of the Editorial Committee
- May assist in the preparation and presentation of the Impact Statement to the President's Cabinet

### **Editorial Committee (EC)**

- Develops policies and procedures using the Simplified Policy Template
- Works closely with the Policy Office to ensure consistency

### **Policy Advisory Group (PAG)**

- Guides the development of policies and procedures
- Reviews and makes recommendations to draft policies
- Ensures policies are in official University policy format
- Agrees on the finalized, full policy draft to be forwarded to the President's Cabinet for approval
- Assigns an index number to all approved policies and procedures

### **President**

- Approves the Impact Statement as agreement that a proposed policy may be promulgated on an interim basis
- Approves all proposed policies and significant revisions

### **President's Cabinet (PC)**

- Applies an institutional perspective to the review and approval of Impact Statements and, upon the recommendation of the Policy Advisory Group, of full policy drafts of both new and substantially revised policies
- Recommends proposed policies and revisions for approval (to the President)

### **Responsible Office**

- The office designated by the VPFO to develop and administer a policy
- Communicates and trains the University community on policy requirements
- Is held accountable for accuracy, subject matter, issuance, and timely updating
- Drafts the Impact Statement
- Guided by the Impact Statement, provides the content for full policy drafts
- Leads the establishment of any new support systems needed to achieve community compliance with new or revised policies

### **Vice President for Finance and Operations (VPFO)**

- Accountable for the contents of policy documents and compliance with University policies under his or her jurisdiction
- Establishes the Policy Advisory Group
- Presents Impact Statement to the President's Cabinet
- Reviews and approves final policy drafts
- Recommends issuance to the President's Cabinet