STEP 1 - Request & Notify

A request is made to review or rescind an existing policy, or to create a new policy. Requester submits policy request form. Proponent is determined and Secretariat notifies appropriate stakeholders.

STEP 2 - Investigate

Request is discussed with President's Advisors and others as necessary. Consideration of major issues and research begins.

STEP 3 - Create/Revise

Proponent creates/revises policy, or reviews case to rescind. Work is done with small group or committee when deemed useful.

STEP 4 - Consult

Proponent ensures consultation takes place. Secretariat assists.

STEP 5 - Approval

Utilizing the Policy Briefing Memo, the VP and President agree policy is approved and ready for implementation.

STEP 6 - Communicate & Update

Secretariat posts revised policy, updates official records, and communicates change to UFV community.