INITIATE

Need Identified — An individual, department, unit or governing body identifies a campus wide policy need and seeks out a policy sponsor at the cabinet level. At least one cabinet member agrees to sponsor the policy development

Policy Charter — The Policy Steward works with the Policy Sponsor to draft a Policy Charter. The charter formalizes executive support, the Responsible Office, the Development Team and the main ideas of the policy.

DEVELOP

Policy Template — The Policy Development Team develops the policy and creates a Policy Template. The Policy Sponsor approves the template.

Feedback — The Policy Template is posted on the Policy Website and the campus community has 30 days to submit feedback to the Policy Steward. The Policy Steward works with the Policy Sponsor to create a final Policy Template, based on campus feedback.

Approval — The Policy Sponsor brings the final Policy Template to Cabinet for approval. Approved Policies are then reviewed by SUNY Legal.

IMPLEMENT

Activation — Once approved, the Policy is assigned to the Responsible Office and published as "active" in the Policy Library. The Responsible Office supplies any needed training and/or procedures required to implement the policy.

Compliance & Review — The policy is communicated, enforced, reviewed and updated as needed.