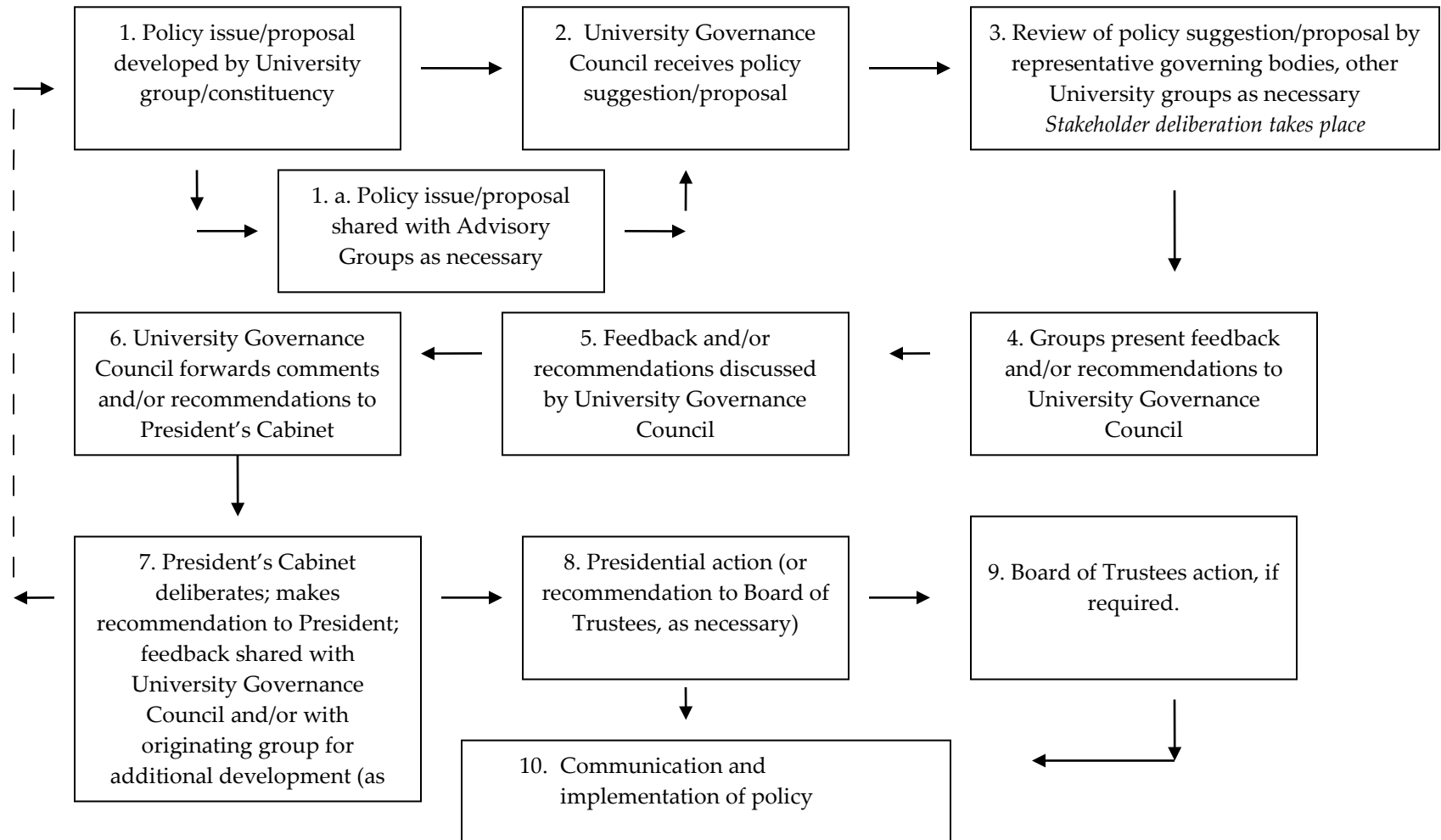Created: October 2007
Revised: September 2011
Updated: October 2017

Formal Institutional Policy Flow Chart (applies only to those policies/issues which are institutional in nature. See policy definitions.)

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┌─────────────────────────┐      ┌─────────────────────────┐      ┌──────────────────────────────┐
│ 1. Policy issue/proposal│ ───► │ 2.  University Governance│ ───► │ 3. Review of policy          │
│ developed by University │      │ Council receives policy  │      │ suggestion/proposal by       │
│ group/constituency      │      │ suggestion/proposal      │      │ representative governing     │
│                         │      │                          │      │ bodies, other University     │
│                         │      │                          │      │ groups as necessary          │
│                         │      │                          │      │ *Stakeholder deliberation    │
│                         │      │                          │      │ takes place*                 │
└─────────────────────────┘      └─────────────────────────┘      └──────────────────────────────┘

        ┌─────────────────────────┐
        │ 1. a. Policy issue/      │
        │ proposal shared with     │
        │ Advisory Groups as       │
        │ necessary                │
        └─────────────────────────┘

┌─────────────────────────┐      ┌─────────────────────────┐      ┌──────────────────────────────┐
│ 6. University Governance│ ◄─── │ 5. Feedback and/or       │ ◄─── │ 4. Groups present feedback   │
│ Council forwards comments│     │ recommendations discussed│      │ and/or recommendations to    │
│ and/or recommendations to│     │ by University Governance │      │ University Governance        │
│ President's Cabinet      │     │ Council                  │      │ Council                      │
└─────────────────────────┘      └─────────────────────────┘      └──────────────────────────────┘

┌─────────────────────────┐      ┌─────────────────────────┐      ┌──────────────────────────────┐
│ 7. President's Cabinet  │ ───► │ 8. Presidential action   │ ───► │ 9. Board of Trustees action, │
│ deliberates; makes      │      │ (or recommendation to    │      │ if required.                 │
│ recommendation to       │      │ Board of Trustees, as    │      │                              │
│ President; feedback      │      │ necessary)               │      │                              │
│ shared with University  │      └─────────────────────────┘      └──────────────────────────────┘
│ Governance Council and/or│
│ with originating group  │      ┌─────────────────────────┐
│ for additional          │      │ 10.  Communication and   │
│ development (as          │      │ implementation of policy │
└─────────────────────────┘      └─────────────────────────┘
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Formal Institutional Policy Flow Chart Description[1]

The following paragraphs provide a brief description of each step of the policy making process.

1. *Policy/issue developed by University group/constituency:* This is the step in the process during which the policy is originated. A policy can be proposed by any group or constituency at the University[2]. Vice presidents will determine which policies coming through their division need to go through the governance process. In general, policies which are institutional in nature (see policy definitions) need to go through the formal governance process. Policies which are not institutional, though not required to be formally reviewed through the governance process, may be reviewed in this manner if broader constituency discussion is desired or needed. Departmental policies or procedures are not required to flow through this process, but, may be reviewed in this manner if broader constituency discussion is desired or needed.

   1. a.: *Policy/issue shared with advisory groups, as necessary:* Those originating a policy proposal, in particular vice presidents to whom advisory groups report, may wish to engage these groups in the development of their policy proposal and are encouraged to do so prior to the presentation of the proposal to the University Governance Council (UGC).

2. *University Governance Council receives policy suggestion/proposal:* In order to ensure that all University constituencies have opportunity to take part in the policy development process, any University group or constituency proposing a policy will submit the policy proposal to the University Governance Council (via the Council's convener). The members of the UGC will then share the proposal with their respective body. The UGC will agree upon a timeline for the proposal to be reviewed by their representative governing bodies (and other groups as necessary) and for this feedback to be reviewed by the UGC.

3. *Review of policy proposal by bodies, other groups:* At this time, the policy proposal will be reviewed by the representative governing bodies, and other groups as necessary and appropriate, for the purpose of identifying possible stakeholder concerns with the policy and general feedback. The review should take place within the timeline agreed upon by the UGC.

4. *Group(s) present feedback and/or recommendations to the UGC:* Each of the representative governing bodies will, via their representation on the UGC, share their feedback on the policy being proposed.

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[1] Revisions made to this flowchart and descriptions are limited to the change of the group name "Administrators' Conference" to "President's Cabinet."

[2] Note that the President, in his or her executive capacity, can enact or discontinue a policy upon his or her discretion. In an emergency situation, the President can enact a policy until such time as it can be reviewed through the representative governance system.

5. *Feedback and/or recommendations discussed by UGC:* The representatives from each of the three governing bodies which form the UGC can at this time discuss the concerns and/or suggestions expressed by each of constituency.

6. *UGC forwards feedback and/or recommendations to President's Cabinet:* The UGC shares the reaction of each of the representative governing bodies to the policy proposal to the President's Cabinet, along with any recommendation(s) the bodies individually or in conference via the UGC wish to make regarding the policy.

7. *President's Cabinet deliberates:* The Cabinet will take into consideration constituency feedback on the policy proposal as forwarded by the UGC. If it deems necessary, the Cabinet can send the proposal back to the person(s) and/or group(s) originating the proposal for additional development[3]. Alternatively, the Cabinet can recommend to the President that the proposal be approved or not approved with such conditions or changes as it believes are necessary (if any).

8. *Presidential action or recommendation to Board of Trustees:* The President will decide upon a course of action for the proposal in question. This action may include presentation of the proposal to the Board of Trustees, if the nature of the policy requires this step, the rejection of the proposal, or a decision to implement and communicate the policy if approved.

9. *Board of Trustees action:* If necessary, the Board of Trustees may be asked to review, deliberate, and decide up the approval or rejection of a policy proposal. The Board's decision will be communicated to the University community.

10. *Communication and implementation of policy:* If the policy proposal is approved, the policy will be formally recognized by the University and communicated to the community. The implementation process for the policy will then take place.

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[3] To ensure that changes made to the proposal based on this feedback are shared with the University community, the proposal must then be funneled back through the policy development process.