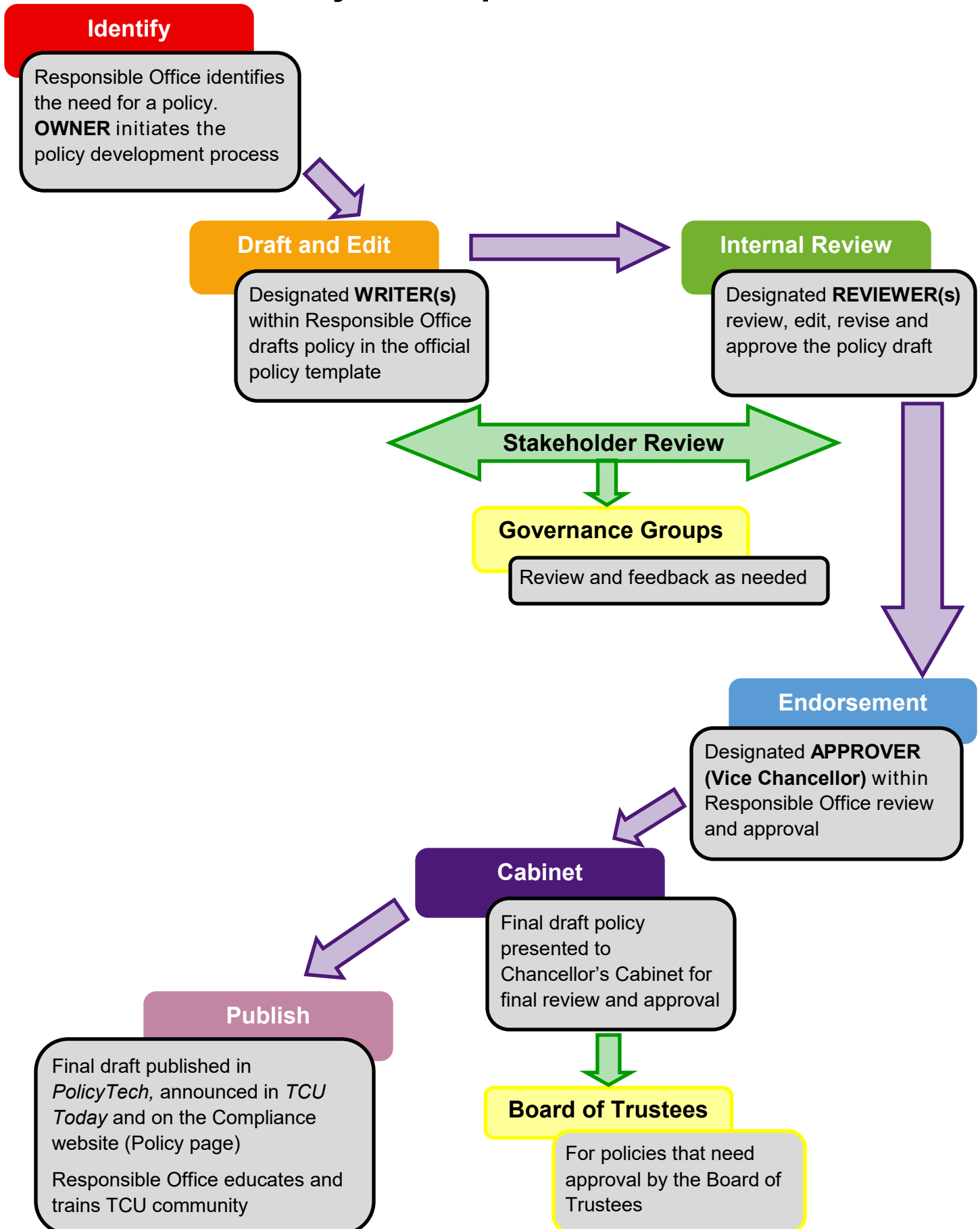


Policy Development Process



Identify

- A Responsible Office identifies the need for a policy
 - * Evaluate the risks—will the policy advance a university-wide risk management or operational efficiency objective?
 - * Regulatory mandates—will the policy implement a legal or other externally imposed requirement?
 - * Impacted parties
- Is there an immediate need for action?
- Evaluate the impact on other university policies, procedures, or guidelines
 - * Handbooks; Forms; Course Catalogs
- Determine a course of action
- Is there a current policy that can be updated? Minor or substantial revisions?
- Are there any policies that would need to be retired or archived?

Draft & Edit

- Draft policy document in PolicyTech using official Policy Template
- Solicit feedback and input from key stakeholders and subject matter experts (SME)
- Develop procedures, guidelines, and forms as needed to implement the policy

Internal Review

- Acquire input and feedback from Governance Groups
- Identify and outline if there are any budget implications or resource needs

Endorsement

- Acquire approval and endorsement from Vice Chancellor (or designee) within the Responsible Office

Cabinet

- The Vice Chancellor (or designee) within the Responsible Office presents the policy document (and any corresponding procedures, guidelines and forms), to the Chancellor's Cabinet for review, feedback and approval

**For policies that require approval by the Board of Trustees, those will be presented by the Chancellor (or designee)*

Publish

- Final approved policy document shall be uploaded and published on PolicyTech website
- Policy to be communicated to the campus community in the following ways: *TCU Today*, PolicyTech website, update on Policy page on the Compliance website, and via additional sources as identified by the Responsible Office

Implementation

- Train the campus community on the business processes for monitoring, enforcing, and reporting as required for compliance

Roles within PolicyTech

Document Role	Description of Role within PolicyTech	Additional Information
OWNER	<ul style="list-style-type: none"> Create the document (use of policy template) Assign Writers, Reviewers, Approvers, and Readers Write the document content or assign another user to write it Manage the document through the review and approval process, making revisions as necessary <p>An OWNER can also do the following:</p> <ul style="list-style-type: none"> Submit the document directly to approval if no required reviewers are assigned Set the document as approved if assigned the “approves own document” role Modify the assigned readers of published documents Archive the document 	Responsible for policy implementation and training
WRITER	<ul style="list-style-type: none"> Write or collaborate in writing a document (can invite one or more writers to collaborate on a document) A WRITER can edit an assigned document for as long as it is in the Draft status A WRITER cannot access or change any of the document’s properties (assignments, roles, permissions, etc.) 	
REVIEWER	<ul style="list-style-type: none"> Review documents (can have more than one reviewer for a specific document) A REVIEWER can accept an assigned document as is, revise it, or decline it Those assigned the REVIEWER role are typically subject matter experts and managers 	A user must be assigned the REVIEWER role before you can assign that user to review a document
APPROVER	<ul style="list-style-type: none"> Approve documents (at least one approver must be assigned to a each document) An APPROVER can accept an assigned document as is, revise it, or decline it Those assigned the APPROVER role are typically those in roles with top-level approving authority—they give approval to publish the final draft of a document 	
READER	<ul style="list-style-type: none"> A READER can see all published documents whose security is set to All Users 	Recommended to select READERS by department or job title