Policy Development Process

Identify
Responsible Office identifies the need for a policy. OWNER initiates the policy development process

Draft and Edit
Designated WRITER(s) within Responsible Office drafts policy in the official policy template

Internal Review
Designated REVIEWER(s) review, edit, revise and approve the policy draft

Stakeholder Review
Governance Groups
Review and feedback as needed

Endorsement
Designated APPROVER (Vice Chancellor) within Responsible Office review and approval

Cabinet
Final draft policy presented to Chancellor’s Cabinet for final review and approval

Board of Trustees
For policies that need approval by the Board of Trustees

Publish
Final draft published in PolicyTech, announced in TCU Today and on the Compliance website (Policy page)
Responsible Office educates and trains TCU community

For policies that need approval by the Board of Trustees
## 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 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

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<tr>
<th>Document Role</th>
<th>Description of Role within PolicyTech</th>
<th>Additional Information</th>
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| OWNER         | • 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  
An OWNER can also do the following:  
• 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        | • 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      | • 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      | • Approve documents (at least one approver must be assigned to 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        | • A READER can see all published documents whose security is set to All Users | Recommended to select READERS by department or job title |