





## POLICY ON POLICY DEVELOPMENT

SEATTLE UNIVERSITY

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**Stakeholders:** The University President, the Office of University Counsel, the Senior Leaders, any SMEs, the Board of Trustees (if the Board of Trustees' approval or input on a Policy required), and any other University community members who will be significantly impacted by the Policy being developed.

**Subject Matter Experts (SME):** Faculty or staff with particular expertise in the pending Policy subject matter.

**University Policy:** Non Academic Policies that apply broadly to more than one division of the University and have institution wide application.

### V. POLICY REQUIREMENTS

#### A. *Structure and Organization of University Policies*

All University Policies shall conform to the structure, substance, and format shown in the Official University Policy Template and contain the information in the Policy Content Checklist (see **Appendices A & B**).

#### B. *Procedure for Developing Policies (see Appendix C for flowchart)*

The following process will be used ~~Use~~ent(ent)]T6 0.001 1306j /TT3 s.0007 Tc 0.311 0 Td (see)T





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consultation with the President (or a designee) and Office of the President Counsel. The Policy Owner will have ultimate responsibility for approving and implementing the Policy, including any metrics for measuring and monitoring compliance with an approved Policy.

### *D. Location of Policies*

To ensure University Policies are **President Policy Monitoring Council** President Policy

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*definitions in alphabetical order and include only terms that appear in the policy. A definition should not include the word that is being defined.*

**V. POLICY REQUIREMENTS**

*Explain requirements for complying with the policy in detail, including as many subsections as are necessary. This will likely be the longest section of the policy.*

**VI. VIOLATIONS**

*Explain any consequences of failure to comply with the policy.*

**VII. RELATED INFORMATION**

*Include additional information here that may be helpful to the reader in complying with the policy or understanding it.*

<b>Item</b>	<b>Description</b>
<b>University Links</b>	<i>Title and website link of university policy, procedure, document, or web location supporting the policy. Include any links to guidance or FAQs.</i>
<b>Forms</b>	<i>Title and link to internal and external forms related to the policy.</i>
<b>Related Links</b>	<i>Title and links to external websites, forms, or guidance that support the policy, including state and federal government websites.</i>
<b>Procedures</b>	<i>Link to any procedures that establish mandatory actions and processes required to comply with the policy, support compliance with applicable laws and regulations, and mitigate risks.</i>







## APPENDIX C

### Policy Development Flowchart

**Step 1:** University Community member who identifies the need for a Policy presents the need to the President or a designee for approval.

**Step 2:** President or President's designee appoints a Policy Owner.

**Step 3:** Using Official Policy Template and Policy Content Checklist, the Policy Owner drafts Policy while contemporaneously seeking input from appropriate University Stakeholders.

**Step 3(a):** Policy Owner notifies MarCom of Policy in development.

**Step 3(b):** Marcom posts notice of Policy in development on "Policies" web page.

**Step 3(c):** Policy Owner notifies President, the Vice President & University Counsel/Corporation Secretary, SMEs, and any other Stakeholders that Policy is being developed and requests input.

**Step 3(d):** The Vice President & University Counsel/Corporation Secretary determines whether approval or input from the Board of Trustees is required. If approval or input from the Board of Trustees is required, the Vice President & University Counsel/Corporation Secretary notifies Board of Trustees and manages the process of obtaining approval or input from the Board of Trustees

**Step 3(d):** Policy Owner finalizes draft and provides to MarCom to post to the "Policies" web page for 30 day comment period.

**Step 3(e):** Policy Owner consolidates and organizes comments and incorporates those deemed appropriate.

**Step 3(f):** Policy Owner sends draft Policy to all Stakeholders for additional review and comment.

**Step 4:** After giving Stakeholders reasonable time to review and comment on the revised Policy draft, Policy Owner incorporates any additional comments deemed appropriate and provides final draft to the President or the President's designee, and the Board of Trustees, if required, for final approval.