

POLICY DEVELOPMENT LIFECYCLE CHECKLIST

Swim Lane: Policy Management Steering Committee

Name of Policy/Proposed Policy _____
Date Checklist Started _____

AFTER A POLICY NEED HAS BEEN DETERMINED:

Is this policy Academic or Administrative?

- Academic
 - Send to College Senate Policy Development & Life Cycle
- Administrative
 - Determine if this policy need is College-wide or not a policy issue (other)?
 - College-wide
 - Send to Originating Unit for further determinations
 - Other
 - Respond to Policy Inquiry
 - Document decision and response

AFTER ORIGINATING UNIT MAKES FURTHER DETERMINATIONS:

If the *RCE* (Responsible Cabinet Executive) decides there is no need for a policy change:

- Respond to Policy Inquiry
- Document decision and response

AFTER A NEED FOR A NEW POLICY OR A REVISION TO AN EXISTING POLICY HAS BEEN DETERMINED:

- Upon request, provide policy input to Originating Unit

AFTER *ORIGINATING UNIT* AND RESPECTIVE *RCE* SUBMITS A COLLEGE ADMINISTRATIVE POLICY WITHDRAWAL REQUEST JUSTIFICATION FORM (BASED ON A SUPPORT INQUIRY OR 3 – YEAR REVIEW):

- Approve or Decline the request to withdraw the existing policy
 - If approved, Send to Cabinet for their approval
 - If declined, Respond to Policy Inquiry; Document decision and response.

AFTER ORIGINATING UNIT DRAFTS AND SUBMITS A POLICY PROPOSAL:

- Review Policy Proposal
- (If needed) VP Administration and Finance consults SUNY Legal Counsel

AFTER CABINET SIGNS OFF ON PROPOSAL:

- Advise Originating Unit to draft policy

DURING 30-DAY REVIEW:

- Post draft for vetting, Communication and Outreach
- Review Policy Draft and received comments

AFTER 30 -DAY REVIEW IS OVER AND THE ORIGINATING UNIT HAS MADE APPROPRIATE UPDATES:

- Finalize Policy & all its Sections
- (If needed) VP Administration & Finance consults SUNY Legal Counsel
- Send Final Policy to the RCE (Responsible Cabinet Executive)

AFTER PRESIDENT SIGNS FINAL POLICY:

- Communicate President's Cabinet decision with key groups

WHILE STAKEHOLDERS SUBMIT QUESTIONS AND/OR FEEDBACK AND ORIGINATING UNIT RESPONDS TO ANY QUESTIONS:

- Communicate policy actions to key stakeholders via e-mail and to College community via website

AFTER APPROVED POLICY IS PUBLISHED IN CMS:

- Review user feedback and unintended consequences of recent policy actions
- Send to Originating Unit for final reviews and publication