

Policy Development and Lifecycle Checklist

Swim Lane: Policy Documentation Team (RCE Assistants)

Name of Policy Under Review _____

Date Checklist Started _____

Precipitating Factor

If there is a need for a new policy or a revision to an existing policy:

AFTER THE *ORIGINATING UNIT* RESPONDS TO QUESTIONS REGARDING THE FINALIZED NEW or REVISED POLICY:

- Publish approved policy in CMS

THEN, AFTER THE *ORIGINATING UNIT* UPDATES THE POLICY HISTORY AND DATE DETAILS OF POLICY REVIEW:

- Update policy in CMS
- Publish policy on website
- If President is Approver, process hardcopy of policy (signed by President) to the Drake Archives.

If there is a need to withdraw an existing policy:

AFTER THE *CABINET* APPROVES THE WITHDRAWAL OF THE EXISTING POLICY:

- Remove the policy from CMS
- Send a hardcopy of the withdrawn policy along with the approved College Administrative Policy Withdrawal Request Justification Form to Drake Archives.

Annual Policy Review (3 Year Cycle)

- Notify the RCE (Responsible Cabinet Executive) and Originating Unit of policies up for review

If RCE decides that no policy revision is needed:

- Update policy in CMS (noting date of 3 year review)

If RCE decides a policy needs revision:

AFTER THE *ORIGINATING UNIT* RESPONDS TO QUESTIONS REGARDING THE FINALIZED POLICY:

- Publish approved policy in CMS

THEN, AFTER THE *ORIGINATING UNIT* UPDATES THE POLICY HISTORY AND DATE DETAILS OF POLICY REVIEW:

- Update policy in CMS
- Publish policy on website
- If President is Approver, process hardcopy of policy (signed by President) to the Drake Archives.