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UNO Policy Approval Flow Chart 2/16/2016

Business and Finance University of Nebraska at Omaha

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Developed by the Office of the Chancellor, the University of Nebraska at Omaha (UNO) has established a comprehensive policy development and approval process. This process ensures that policies are developed in a systematic and transparent manner, aligned with the university’s mission and strategic goals. The diagram below outlines the key steps in the process:

**Development**
- Identify Need
- Draft Policy
- Campus Policy Coordinating Committee
- Stakeholders
- Campus Leadership
- Post policy draft for 30 day review

**Review & Comment**
- Chancellor’s Cabinet
- Post as “approved” on Campus Policy Website

**Approval**
- University Community
- Key Stakeholders
- Monitor & Measure
- Review & Update (as necessary)

**Maintenance**
- Responsible office determines issues and identifies need for policy.
- Responsible office drafts policy utilizing the established policy template and submits to the Campus Policy Coordinating Committee via email to unopolices@unomaha.edu.
- Responsible office, with guidance from the Campus Policy Coordinating Committee, consults stakeholders, campus leadership, and others as needed to seek feedback and make adjustments to policy. During this period, the draft policy is posted to the Campus policy website for a 30 day public review period.
- *Exceptional circumstances may preclude 30 day review period.*
- Once review and feedback periods are complete and changes (if necessary) are made, policy is routed to the Chancellor’s Cabinet for final approval. Once approved, policy will be posted on the University policy website as “approved”.
- Responsible office communicates and distributes the policy broadly to the university community and key stakeholders.
- Responsible office should monitor compliance, measure effectiveness of policy, evaluate feedback, and review policy regularly. In accordance with Campus policy, each policy should be reviewed at minimum every three years.