

# THE UNIVERSITY OF ARIZONA®

## Arizona's First University.

### University Policy Formulation

#### Appendix A - University Policy-Making Protocols

1. **Policy Originator:** Secure a Policy Sponsor.
2. **Policy Sponsor or Sponsor's Designee:** Submit the proposed policy or policy concept to the Office of the General Counsel and Human Resources for comment. These departments shall provide written comments to the Policy Sponsor or Sponsor's Designee within 2 weeks or they can request an extension of time for their response if necessary.
3. **Policy Sponsor or Sponsor's Designee:** Submit the policy, which may incorporate suggestions from the departments listed in step 2, to the appropriate University Policy Potential Stakeholders for comment. If suggestions made in accordance with step 2 are not included in the revised policy, the Policy Sponsor or Sponsor's Designee shall submit these suggestions along with the revised policy to the University Policy Potential Stakeholders. (Based on the comments received pursuant to step 2, the Policy Sponsor may retract his or her sponsorship of the policy. If the Policy Originator wants to continue to pursue the policy, the Policy Originator will need to find a Policy Sponsor who will sponsor the policy and the protocols will begin again at step 1.)
4. **Policy Website Coordinator:** The Policy Sponsor or Sponsor's Designee will forward the policy and the Policy Impact Statement to the Policy Website Coordinator who will publish the proposed policy and contact person's e-mail address in the "Under Consideration" section of the UA Policy Website for eight weeks for written comments from campus community members. (Generally, comments received after the eight-week period will not be reviewed unless the Policy Sponsor extends the deadline.) The Policy Sponsor or Sponsor's Designee will also send out notification of the proposed policy to the campus community, including University Policy Potential Stakeholders. If the Policy Sponsor decides not to include suggestions made by the Office of General Counsel or Human Resources in the policy (step 2), those suggestions will be posted on-line with the proposed policy. (The eight-week review period in this step may occur concurrently with the eight-week review period in step 5.)
5. **University Policy Potential Stakeholders:** Stakeholders will have eight weeks to comment in writing about the policy. Comments should be sent to the Policy Sponsor or Sponsor's Designee. Stakeholders may request meetings with the Policy Sponsor or Sponsor's Designee within the eight-week period after posting.
6. **Policy Sponsor or Sponsor's Designee:** Revise proposed policy, as appropriate, in accordance with comments from the University Policy Potential Stakeholders and the comments received in response to, and within the eight-week period of, the publication on the UA Policy Website, and other constituents, and submit to the University Policy Potential Stakeholders for final written comment.

7. **Policy Sponsor or Sponsor's Designee:** Submit revised policy, which may incorporate suggestions from the departments listed in step 2, and University Policy Potential Stakeholders, to the Chair of the Faculty for concurrence. If suggestions made in previous steps are not included in the revised policy, the Policy Sponsor or Sponsor's Designee shall submit these suggestions along with the revised policy to the Chair of the Faculty.
  8. **Governance Groups:** Submit the revised policy for Faculty Senate action and provide the outcome of this action within eight weeks unless the Policy Sponsor or Sponsor's Designee agrees to an extended period. If the Chair of the Faculty wishes to meet with the Policy Sponsor or Sponsor's Designee to discuss the policy, he/she must make this request within the eight-week review period for this step in the process.
  9. **Policy Sponsor or Sponsor's Designee:** Submit revised policy, which may incorporate suggestions from the departments listed in step 2, University Policy Potential Stakeholders and the Chair of the Faculty, to the Office of General Counsel for review. If suggestions made in previous steps are not included in the revised policy, the Policy Sponsor or Sponsor's Designee shall submit these suggestions along with the revised policy to the Office of General Counsel.
  10. **Office of the General Counsel:** Submit written comments or recommend changes to the Policy Sponsor within four weeks.
  11. **Policy Sponsor or Sponsor's Designee:** Submit the revised policy to the President's Designee for Cabinet review.
  12. **President's Designee:** Place the policy on the Cabinet agenda.
  13. **Policy Sponsor or Sponsor's Designee:** If requested, attend the Cabinet meeting to discuss the proposed policy in partnership with the Policy Originator.
  14. **President:** Approve the policy if appropriate.
  15. **President's Designee:** Upon policy approval, obtain signatures on the Policy Approval Cover Sheet from the President and General Counsel and then notify the Policy Coordinator and Policy Sponsor.
  16. **Policy Website Coordinator:** Work with the Policy Sponsor or Sponsor's Designee to determine policy placement and policy number. Post policy in appropriate section of the policy website and add notice to the webpage's "What's New" section for six months.
  17. **Policy Sponsor or Sponsor's Designee:** Notify *Lo Que Pasa*, ensure distribution of a 3-D memo and use other appropriate means to notify affected members of the University community.
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