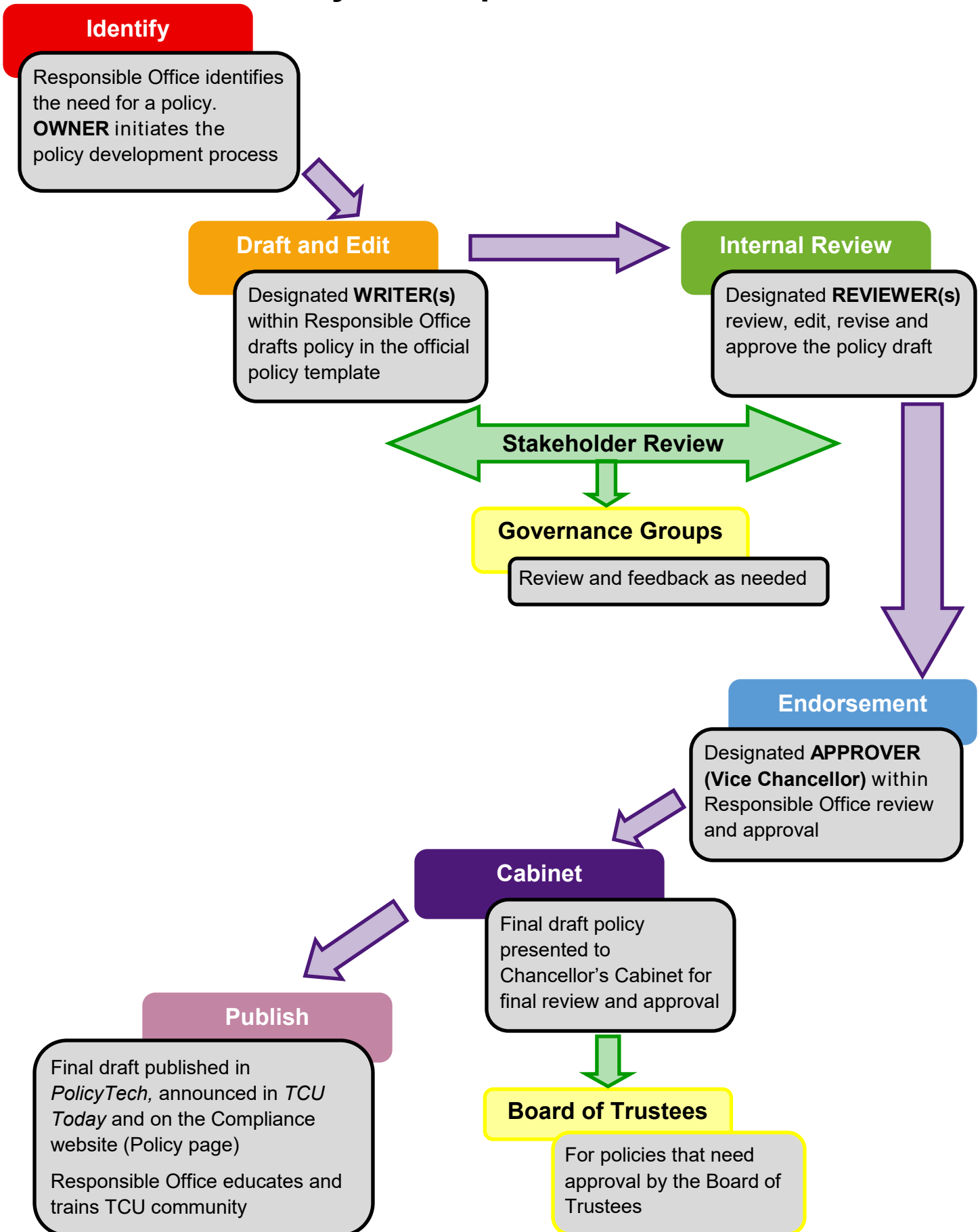


# Policy Development Process



## Identify

- A Responsible Office identifies the need for a policy
  - \* Evaluate the risks—will the policy advance a university-wide risk management or operational efficiency objective?
  - \* Regulatory mandates—will the policy implement a legal or other externally imposed requirement?
  - \* Impacted parties
- Is there an immediate need for action?
- Evaluate the impact on other university policies, procedures, or guidelines
  - \* Handbooks; Forms; Course Catalogs
- Determine a course of action
- Is there a current policy that can be updated? Minor or substantial revisions?
- Are there any policies that would need to be retired or archived?

## Draft & Edit

- Draft policy document using official Policy Template
- Solicit feedback and input from key stakeholders and subject matter experts (SME)
- Develop procedures, guidelines, and forms as needed to implement the policy

## Internal Review

- Acquire input and feedback from Governance Groups
- Identify and outline if there are any budget implications or resource needs

## Endorsement

- Acquire approval and endorsement from Vice Chancellor (or designee) within the Responsible Office

## Cabinet

- The Vice Chancellor (or designee) within the Responsible Office presents the policy document (and any corresponding procedures, guidelines and forms), to the Chancellor's Cabinet for review, feedback and approval

*\*For policies that require approval by the Board of Trustees, those will be presented by the Chancellor (or designee)*

## Publish

- Final approved policy document shall be uploaded and published on PolicyTech website
- Policy to be communicated to the campus community in the following ways: *TCU Today*, PolicyTech website, update on Policy page on the Compliance website, and via additional sources as identified by the Responsible Office

## Implementation

- Train the campus community on the business processes for monitoring, enforcing, and reporting as required for compliance

# Roles within PolicyTech

Document Role	Description of Role within PolicyTech	Additional Information
<b>OWNER</b>	<ul style="list-style-type: none"> <li>• Create the document (use of policy template)</li> <li>• Assign Writers, Reviewers, Approvers, and Readers</li> <li>• Write the document content or assign another user to write it</li> <li>• Manage the document through the review and approval process, making revisions as necessary</li> </ul> <p>An OWNER can also do the following:</p> <ul style="list-style-type: none"> <li>• Submit the document directly to approval if no required reviewers are assigned</li> <li>• Set the document as approved if assigned the “approves own document” role</li> <li>• Modify the assigned readers of published documents</li> <li>• Archive the document</li> </ul>	Responsible for policy implementation and training
<b>WRITER</b>	<ul style="list-style-type: none"> <li>• Write or collaborate in writing a document (can invite one or more writers to collaborate on a document)</li> <li>• A WRITER can edit an assigned document for as long as it is in the Draft status</li> <li>• A WRITER cannot access or change any of the document’s properties (assignments, roles, permissions, etc.)</li> </ul>	
<b>REVIEWER</b>	<ul style="list-style-type: none"> <li>• Review documents (can have more than one reviewer for a specific document)</li> <li>• A REVIEWER can accept an assigned document as is, revise it, or decline it</li> <li>• Those assigned the REVIEWER role are typically subject matter experts and managers</li> </ul>	A user must be assigned the REVIEWER role before you can assign that user to review a document
<b>APPROVER</b>	<ul style="list-style-type: none"> <li>• Approve documents (at least one approver must be assigned to a each document)</li> <li>• An APPROVER can accept an assigned document as is, revise it, or decline it</li> <li>• Those assigned the APPROVER role are typically those in roles with top-level approving authority—they give approval to publish the final draft of a document</li> </ul>	
<b>READER</b>	<ul style="list-style-type: none"> <li>• A READER can see all published documents whose security is set to All Users</li> </ul>	Recommended to select READERS by department or job title