UCSB Policy Approval Flowchart

Initiate

Policy Owner determines policy update is needed

Consult

- Policy Owner consults with stakeholders and conducts research
- Policy Owner convenes workgroup if appropriate

Write

 Policy Owner writes or updates draft policy in UCSB standard template

Revise

- Policy Owner submits draft to Policy Coordinator
- Policy Coordinator reviews draft and performs revisions

. Consult Policy is distributed for consultation as necessary*: Chancellor, Vice Chancellors, Academic Senate, Academic and Administrative Officers, Counsel, CSAC/Staff Assembly, Students

Revise

- Reviewers return comments to Policy Coordinator
- Policy Coordinator consults with Policy Owner to revise policy

Approv<u>e</u>

- Policy Coordinator sends revised draft for final approval
- Chancellor or responsible Vice Chancellor(s) approve draft policy

Notify

Policy posted on Web, campus notified

^{*} If the policy subject matter affects the terms and conditions of staff or academic employment, the policy draft may undergo a one to three month employee comment period.