




Campuswide Administrative Policy Development Process
Administrative Policy Development Responsibility Matrix – Draft for Posting

This version reflects activities that the work team identified in the course of mapping the new campus-wide policy development process.

Responsible Parties	PHASES			
	Initiate and Plan 	Develop and Review 	Implementation 	Maintenance
Executive Sponsor	<ul style="list-style-type: none"> May initiate the request for the policy May reprioritize request in relation other enterprise needs 	<ul style="list-style-type: none"> Reviews and approves 	<ul style="list-style-type: none"> Provides public support for policy and reinforce communication Identifies and approve resources required to implement policy 	
Administrative Policy Coordinator	<ul style="list-style-type: none"> Identifies functional owner Provides perspective on existing policies or applicable laws/regulations Assists Functional Owner with risk evaluation and policy goal Assists with identifying input and decision making roles for the rest of the process Coordinates the request, seeking approval to proceed with request for policy Consults with internal subject matter experts as needed* 	<ul style="list-style-type: none"> Monitors policy development process Provides templates and tools to support process Supports the collection and documentation of stakeholder input; assist in evaluation of draft policy comments Reviews draft policies for quality and for adherence to process Publishes final version and policy history Consults with internal subject matter experts as needed* 	<ul style="list-style-type: none"> Monitors implementation of support with regard to alignment with policy as published Provides links of any existing tools which may already be in place (if known) Assists with communication planning Consults with internal subject matter experts as needed* 	<ul style="list-style-type: none"> Identifies policies due for review and notifies owner Initiates policy development or retirement process, as needed Reviews policy updates Maintains policy website and process tools Updates policy history Communicates changes to campus community Produces annual report of policy changes and metrics on policy development process
Functional Owner	<ul style="list-style-type: none"> May initiate the request for policy Assists with identifying input and decisionmaking roles for the rest of the process 	<ul style="list-style-type: none"> Drafts new policy or revisions Gathers stakeholder input Documents stakeholder input and participation Develops training and support plan 	<ul style="list-style-type: none"> Designs or delegates the design of supporting tools, including training materials, new processes, technology/controls, guides, etc. Coordinates deployment with community of practice Provides Policy Coordinator with appropriate links and communication 	<ul style="list-style-type: none"> Monitors policy performance Receives and communicates feedback from stakeholders
Stakeholders (advisors, influencers, users)	<ul style="list-style-type: none"> May initiate the request for policy or revision 	<ul style="list-style-type: none"> Provides input on policy concepts or content 	<ul style="list-style-type: none"> Tests and provides feedback on supporting materials and tools 	<ul style="list-style-type: none"> Provides input on policy content and supporting tools