

# IUPUI CAMPUS ADMINISTRATIVE POLICY ADVISORY COMMITTEE

## POLICY APPROVAL PROCESS

### DEVELOPMENT

- The Responsible Office develops the policy using the Template for IUPUI Administrative Policies and presents it to the Campus Policy Officer. The proposed policy should meet at least one of the following standards: necessary to support campus mission or goals; promote consistency, efficiency and effectiveness; mitigate or manage significant institutional risk; assure compliance with federal or state laws, rules or regulations.

### REVIEW, COMMENT and APPROVAL

- Responsible Office, along with Campus Policy Officer, presents proposed policy to IN-CPAC for review and feedback. IN-CPAC members gather feedback from their respective stakeholders including the Chancellor's Cabinet, if necessary. IN-CPAC will provide a final review of the draft once feedback is applied and edits are made. The final draft version is posted to the website for a 30-day public review and comment period. The final version is presented to the Chancellor for approval.

### NOTIFICATION

- The policy is posted as a "New Policy" on the website. The Campus Policy Officer and Campus Policy Coordinator will work with the Responsible Office to assist in notifying the targeted policy users through the methods of communication identified in the policy. In lieu of individual notices, notification is sent to all faculty via Faculty Council and staff via Staff Council.

### COMPLIANCE, MAINTENANCE and REVIEW

- **Compliance:** Students, faculty and staff are responsible for knowing, understanding and complying with policies that relate to their position, employment or enrollment on campus.
- **Maintenance:** Responsible Office will monitor the distribution and effectiveness of the policy.
- **Review:** Policies will be reviewed every three years. Campus Policy Officer and Campus Policy Coordinator will work with the Responsible Office to facilitate the review process including posting the policy for public comment, if necessary.