

PROCEDURE

Effective Date: 10/24/11

Authority: POL-BFA5100.01

Approved By: Rich Van Den Hul, VP for Business & Financial Affairs

Processing BFA Policies

Cancels:

See Also: FRM-BFA5100.01A BFA Policy Division Policy/Procedure Action Sheet
 BFA Policy Communication Plan
[PRO-U1000.10](#) Developing and Approving University Policies

PRO-BFA5100.01 PROCESSING BFA UNIVERSITY POLICIES

Action By:Action:

Director

1. **Discusses** need for policy or policy revision with Vice President of BFA (VP).2. **Completes** and **submits** *Policy Impact Statement* (PIS) to BFA Policy Coordinator.

BFA Policy Coordinator

3. **Reviews** PIS and works with Director to finalize.4. **Submits** PIS to Vice President of BFA.

Vice President of BFA (VP)

5. **Edits** PIS as needed and **sends** to Assistant to VP.

Assistant to Vice President

6. **Submits** PIS to University Policy Coordinator.7. **Works with** University Policy Coordinator to put PIS on President's Cabinet (PC) agenda and **notifies** Director and other necessary parties to attend PC meeting.

Director (and et al.)

8. **Attends** PC meeting to seek approval.9. **Works** with BFA Policy Coordinator to create initial policy draft for stakeholder review.

BFA Policy Coordinator and Director

10. **Coordinate** stakeholder review of draft policy.11. **Works** with Director to revise draft based on stakeholder comments.

BFA Policy Coordinator

12. **Submits** draft to Technical Review Committee.

POLICY

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| Director | 13. Attends Policy Technical Review Committee (TRC) meeting. |
| Director/BFA Policy Coordinator | 14. Finalizes draft policy based on TRC comments. |
| Director | 15. Reviews draft policy with VP. |
| VP | 16. Gives approval for 30 day comment or requires further revision or review by BFA Leadership Team. |
| BFA Policy Coordinator | <ul style="list-style-type: none"> a. Submits policy to Assistant to VP if to be reviewed by BFA Leadership Team, or b. Submits draft to University Policy Coordinator if approved for 30 day review, c. Works with Director if further revision required and reviews revisions with TRC. |
| University Policy Coordinator | 17. Posts policy for 30 day review. |
| BFA Policy Coordinator and Director | 18. Forwards comments to BFA Policy Coordinator and Director. |
| BFA Policy Coordinator and Director | 19. Work together to respond to comments and revise draft policy as needed. |
| Director | 20. Reviews final draft with VP. |
| BFA Policy Coordinator/Director | 21. Reviews final draft with TRC if necessary. |
| BFA Policy Coordinator | 22. Submits policy to Assistant to VP to put on PC agenda. |
| Assistant to VP | 23. Works with University Policy Coordinator to put policy on PC agenda. |
| Director/BFA Policy Coordinator | 24. Attends PC meeting. |
| BFA Policy Coordinator | 25. Follows direction of PC. |
| BFA Policy Coordinator | 26. Follows up with University Policy Coordinator to post to university policy website when approved by |

POLICY

PC.

27. **Works with** Director to ensure sufficient communication and dissemination of policy.

28. **Works with** Director to complete needed procedures, tasks and forms.

BFA Policy Coordinator

29. **Submits** approved procedures, tasks, and forms to University Policy Coordinator to post on website.

30. **Updates** status of policy/procedures/tasks on BFA policy log.

31. **Updates** BFA Communication Plan.

32. **Works with** Director to implement communication plan including needed website revisions.