**EAST STROUDSBURG UNIVERSITY**

**POLICY DEVELOPMENT AND ADMINISTRATIVE PROCEDURES: POLICY APPROVAL PROCESS**

**STAKEHOLDERS: Board of Governors, PASSHE Legal, Council of Trustees, University Community, General Public**

**Note: PASSHE Board of Governors Policies Supersede University Policies. The purpose of having separate University Policies is an enactment of support of PASSHE BOG Policies, vested with what or who has authority at the University.**

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II.Policy

Vetting/Review

I. Policy

Identification

Responsible Author identifies policy, engages stakeholders, and receives approval from supervisor and divisional vice president.

Policy Advisory Committee, Governance Groups/Enforcement Bodies, PASSHE Legal Counsel and President’s Council Review and Vet Policies and procedures.

III.Policy

Posting

**IV.Policy**

**Adoption**

Step- by-step instructions can be found at the following locations:

* Policy Process Instructions
* “S” Drive: Folder- University Policies, File: “Policy Process Instructions” (“S” Drive is for internal use only)

**Note: PASSHE Board of Governors Policies Supersede University Policies. The purpose of having separate University Policies is to complement PASSHE BOG Policies, clarifying what or who has authority at the University.**

Policies are posted for public review and comment on the University Policy website for 15 business days.

Policy is submitted to the Council of Trustees for informational purposes or for approval of the President’s recommendation. Adopted Policies are reviewed every 5 years, or on an as needed basis.