**EAST STROUDSBURG UNIVERSITY**

**POLICY APPROVAL PROCESS**

**Policy Identification**:

* Policy author identifies new policies, revisions to existing policies or policies that need to be converted into the policy repository.
* Policy author engages with specific stakeholders of policy. If policy and procedures affect other department or divisions, discuss revisions with them.
* Recommendations for new or revised policies must be submitted using the following forms found on the University Policies web page and/or the “S” drive in the University Policy folder:
	+ Approval Routing Form
	+ Policy Template
	+ Procedure Template (if applicable)
* Policy author meets with supervisor, if applicable, to obtain signatures on approval routing form.
* Policy author and/or supervisor meet with vice president to discuss policy and obtain signatures on approval routing form.
* Policy author forwards signed approval routing form, policy template, and if applicable, procedure template to the Policy Administration Office.

**Policy Review/Vetting:**

* Author attends a Policy Advisory Committee (PAC) meeting to discuss policy. PAC reviews the policy submission for operational efficacy.
* If deemed necessary, policies are referred to governance groups and/or approving/enforcement bodies for review and recommendation.
* Policy Administration submits to President’s Council policies and procedures for review in consistency in format, ESU’s Mission, or conflicts between the proposed policy and other ESU policies. ***President’s Council does not need to review current policies that do not have substantial changes prior to Legal Counsel’s review.***
* Policy Administration submits policies to Legal Counsel for review.
* Legal Counsel’s comments are returned to author for review by the Policy Administration Office.
* Author reviews comments and finalizes policy revisions with supervisor and vice president.

**Policy Posting:**

* Author forwards approved revisions to Policy Administration Office to be entered into the content management system.
* ***Procedures related to Policy are entered into the content management system by the department’s web steward.***
* Policy Administration posts new or revised policy announcement on the University web page for ten (10) business days for public review via Postmaster notice and on my ESU Portal
* Policy Administration announces repealed policies via Post Master (e-mail), on myESUPortal, and, on the University web page.
* Policy Administration will summarize the comments and present to President’s Council for discussion and refinement of the proposed policy as warranted.
* Policy Administration will post comments received on the Public Comments web page for ten (10) business days after public posting.

**Policy Adoption:**

* Policy is submitted to Council of Trustees for informational purposes or for approval of the President’s recommendation.
* The President approves all policies, which can be viewed on the University Policies website at http://www4.esu.edu/about/policies/index.cfm
* Administrative Updates to adopted policies triggered by external or internal events require approval from PAC. Contact Policy Administration if you have administrative updates to adopted policies.
* Adopted policies must be reviewed every 5 years, or if necessary, on an as needed bases. Procedures must be reviewed every 2 years, or if necessary, on an as needed basis. Amendments to Policies are made as necessary.
* Policy Authors are notified 6 months prior to their 5 year renewal date to review their policies.