**Northern Kentucky University**

**Policy Process Map**

**START**

1. **Policy Initiator/GROUP SVP, Administration & Finance**
   - Submits a Policy Request Form (PRF)
   - SVP, Administration & Provost review of PRF
   - Drafts the policy? Yes
   - No

2. **Policy Initiator/Responsible Official**
   - Incorporates feedback as necessary
   - Drafts the policy
   - /Revision

3. **Compliance Officer**
   - Conducts Compliance review

4. **VP Legal Affairs**
   - Conducts legal review & BOR approval determination
   - Posts draft for 14-day open comment period
   - *Staff Congress & Faculty Senate are notified

5. **Sr. Director, HR**
   - Conducts Human Resources review
   - Conducts Staff Congress Review

6. **CIO**
   - Coordinates review by ITPC

7. **Concurrent**
   - **SVP Administration & Finance**
     - Coordinates Executive Team review pre-comment period
   - **Policy Coordinator**
     - Posts draft for 45-day open comment period
     - Coordinates review by Faculty Senate
     - Conducts review by AAC

8. **Provost**
   - Coordinates review of draft by AAC
   - Coordinates approval of draft by AAC
   - Coordinates review of draft by PCC

9. **VP GERD**
   - Coordinates review of draft by Graduate Council
   - Coordinates approval of draft by PCC

10. **Provost**
    - Coordinates review of draft by Faculty Senate
    - Coordinates review of draft by PCC

11. **Drafting Team/Policy Initiator/Responsible Official**
    - Coordinates Executive Team review
    - Posts draft for 14-day open comment period
    - Writing to AAC

12. **SVP Administration & Finance**
    - Coordinates Executive Team review pre-comment period
    - Conducts Executive Team review pre-comment period
    - Coordinates Final Executive Team review.

13. **President**
    - Approve
    - Reject
    - Forward to BOR

14. **Secretary to Board of Regents**
    - Approve or Reject
    - Places items on Consent Agenda

15. **BOR**
    - Approve or Reject

16. **AAPC**
    - Vice Provost, UAA
    - Policy Coordinator
    - Drafting Team/Policy Initiator/Responsible Official
    - Vice Provost, UAA
    - Drafting Team/Policy Initiator/Responsible Official
    - Policy is adopted

17. **AAPC Type**
    - Vice Provost, UAA
    - Policy Coordinator
    - Drafting Team/Policy Initiator/Responsible Official
    - Vice Provost, UAA
    - Drafting Team/Policy Initiator/Responsible Official
    - Policy is adopted

**Notes**

*If a substantive change to a policy draft occurs, at the discretion of the Responsible Official, the draft will be re-routed to previous stages of the process for additional vetting.