Policy Cycle

- Retire Policy
- Assess Policy Need
- Evaluate Risks to VCU
- Decide Course of Action

- Revise Policy
- Evaluate Policy Need
- Evaluate Risks to VCU
- Decide Course of Action

- Evaluate Effectiveness
- Educate Employees
- Communicate Policy
- Solicit Feedback

- Enforce Compliance
- Implement Policy
- Develop & Approve Policy
- Acquire Approval
1. **Assess** need

2. **Consider** substantive requirements, analyze impact on university stakeholders and consider other policies

3. **Acquire** approval to draft policy
   - Cabinet member for Administrative policy
   - President (or designee) for BOV policy

4. **Designate** individual policy owner to draft policy in consultation with stakeholders and subject matter experts and to communicate with ICO

5. **Contact** University Counsel as needed for legal advice regarding need, scope and substantive requirements

6. **Submit** draft policy and Executive Summary of Proposed Policy to ICO
   - Use Policy Template
   - Use Executive Summary of Proposed Policy Template

7. **ICO review**
   - Ensures compliance with Creating and Maintaining Policies and Procedures policy, readability, consistency with other policies, proper format, use of templates, and conformity with Policy & Procedures Writing Guide
   - Identifies any additional stakeholders/ recommend collaboration

8. **Submit** draft policy and Executive Summary of Proposed Policy to University Counsel for legal review; revise as necessary

9. **Post** for 10-business-day public comment period and communicate comment period to appropriate stakeholders; inform agenda scheduler for University Council meetings

10. **Consider** comments and revise as appropriate

11. **Submit** draft policy and Executive Summary of Proposed Policy to University Council for review; revise as necessary

12. **Submit** draft policy and Executive Summary of Proposed Policy for approval
   - Cabinet for Administrative policy
   - Cabinet and BOV for BOV policy

13. **Submit** approved policy to ICO for posting in Policy Library

14. **Communicate**, educate and train appropriate audiences on policy content

15. **Enforce** policy

16. **Evaluate** effectiveness

17. **Monitor** compliance

18. **Review** per review schedule
   - At least every 3 years
   - No revisions necessary - notify ICO
   - Minor revisions (no changes to scope, requirements or responsibilities) - send to ICO for review and posting in Policy Library
   - Substantive revisions (alters scope, requirements or responsibilities) - follow steps 6 through 13
   - Consider retirement
     - Cabinet approves retirement of Administrative policy
     - Cabinet and BOV approve retirement of BOV policy

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**Policy Lifecycle: Administrative and BOV Policies**

Revised: 09/06/2016

**Initiate**

- Assess need
- Consider substantive requirements, analyze impact on university stakeholders and consider other policies

**Develop & Approve**

- Acquire approval to draft policy
  - Cabinet member for Administrative policy
  - President (or designee) for BOV policy
- Designate individual policy owner to draft policy in consultation with stakeholders and subject matter experts and to communicate with ICO
- Contact University Counsel as needed for legal advice regarding need, scope and substantive requirements
- Submit draft policy and Executive Summary of Proposed Policy to ICO
  - Use Policy Template
  - Use Executive Summary of Proposed Policy Template
- ICO review
  - Ensures compliance with Creating and Maintaining Policies and Procedures policy, readability, consistency with other policies, proper format, use of templates, and conformity with Policy & Procedures Writing Guide
  - Identifies any additional stakeholders/ recommend collaboration
- Submit draft policy and Executive Summary of Proposed Policy to University Counsel for legal review; revise as necessary
- Post for 10-business-day public comment period and communicate comment period to appropriate stakeholders; inform agenda scheduler for University Council meetings
- Consider comments and revise as appropriate
- Submit draft policy and Executive Summary of Proposed Policy to University Council for review; revise as necessary
- Submit draft policy and Executive Summary of Proposed Policy for approval
  - Cabinet for Administrative policy
  - Cabinet and BOV for BOV policy
- Submit approved policy to ICO for posting in Policy Library
- Communicate, educate and train appropriate audiences on policy content
- Enforce policy

**Implement**

13. Submit approved policy to ICO for posting in Policy Library
14. Communicate, educate and train appropriate audiences on policy content
15. Enforce policy

**Evaluate**

16. Evaluate effectiveness
17. Monitor compliance
18. Review per review schedule
   - At least every 3 years
   - No revisions necessary - notify ICO
   - Minor revisions (no changes to scope, requirements or responsibilities) - send to ICO for review and posting in Policy Library
   - Substantive revisions (alters scope, requirements or responsibilities) - follow steps 6 through 13
   - Consider retirement
     - Cabinet approves retirement of Administrative policy
     - Cabinet and BOV approve retirement of BOV policy

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1. **Applies** to BOV and Administrative policies
   - New policies
   - Substantive revisions

2. **Assess** need for interim status
   - Used sparingly
   - Urgent need

3. **Consider** substantive requirements, analyze impact on university stakeholders and consider other policies

4. **Acquire** approval to draft policy
   - Cabinet member for Administrative policy
   - President (or designee) for BOV policy

5. **Designate** individual policy owner to draft policy in consultation with stakeholders and subject matter experts and to communicate with ICO

6. **Contact** University Counsel as needed for legal advice regarding need, scope and substantive requirements

7. **Determine** effective term not to exceed 1 year

8. **Submit** draft policy and Executive Summary of Proposed Policy to ICO
   - Use Policy Template
   - Use Executive Summary of Proposed Policy Template

9. **ICO review**
   - Ensures compliance with Creating and Maintaining Policies and Procedures policy, readability, consistency with other policies, proper format, use of templates, and conformity with Policy & Procedures Writing Guide
   - Identifies any additional stakeholders/ recommend collaboration

10. **Submit** draft policy and Executive Summary of Proposed Policy to University Counsel for legal review; revise as necessary

11. **Submit** draft policy and Executive Summary of Proposed Policy to President’s Cabinet for approval
   - Effective for 1 year
   - Cabinet can extend 1 year effective term to gain final approval

12. **Submit** interim-approved policy to ICO for posting in Policy Library

13. **Communicate**, educate and train appropriate audiences on policy content

14. **Enforce** policy

15. **Within** effective term, follow Creating and Maintaining Policies and Procedures policy to gain final approval of policy

16. **Evaluate** effectiveness

17. **Monitor** compliance

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**Policy Lifecycle: Interim Policies**

- **Initiate**
- **Develop & Approve**
- **Implement**
- **Evaluate**