

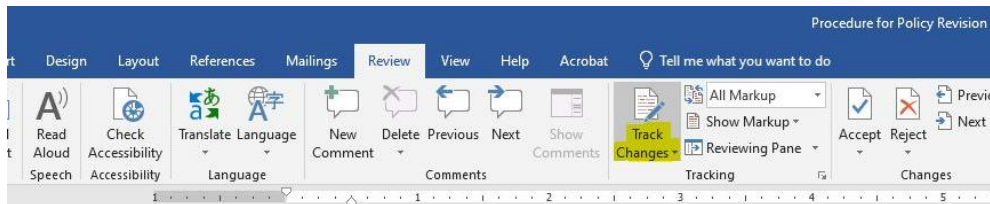
Procedure for Policy Maintenance

1. AN ORIGINAL POLICY WORD DOCUMENT

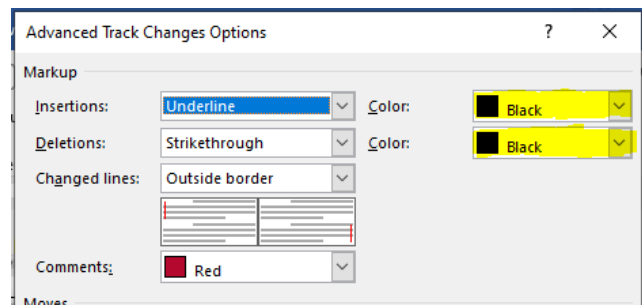
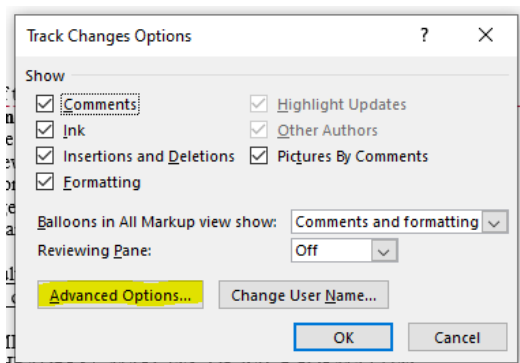
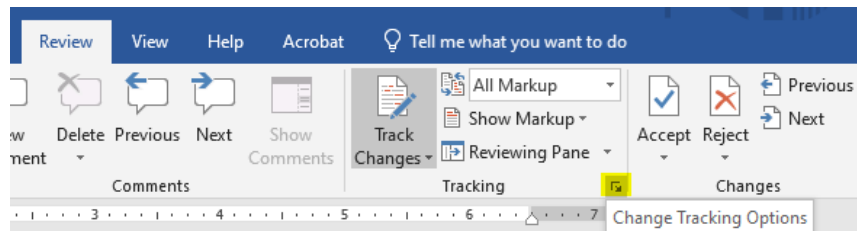
Obtain an electronic copy of the existing policy or a new policy template from Katya Konkle in the Associate Provost's office. This copy will be in Microsoft Word and will include the correct formatting and headers, etc. Any policy already on the books must be revised using the electronic copy of the existing policy. This ensures consistent formatting among campus policies. Newly created policies will be provided a template with proper formatting and assigned a policy number during the review/approval process.

2. DRAFTING REVISIONS

To make changes to the body of the policy, open the original Word version copy of the policy and **activate Track Changes** within the Review tab ribbon. This will ~~strike through~~ any text you delete and underline any text you add in addition to tracking changes to spacing, lists, etc. New policies should have all text underlined and eliminated policies must include all of the original policy language with strikethrough formatting, as managed through Track Changes. This feature allows changes to be accepted or rejected by the approving party and immediately integrated into the final document.



Do not use any color. The default color through Track Changes is red and should be changed to black. This can be adjusted in the advanced options of the tracking group.



Track Changes example:

To make changes to ~~the text in~~ the body of the policy, open the Word version original ~~electronic~~ copy of the policy, and activate Track Changes within the review tab of the ribbon. This will strikethrough any text you delete and underline any text you add in addition to tracking changes to spacing, lists, etc. This makes it much easier to track what is being changed ~~deleted and what is being added yet while maintainings~~ the format of the policy.

PLEASE DO NOT COMPROMISE THE INTEGRITY OF THE DOCUMENT BY OMITTING OR CHANGING HEADERS*, MARGINS, OR PAGE FORMATTING. Also, keep in mind that cutting and pasting from other documents will usually bring page formatting from the copied document. The easiest way to avoid this is to **make all changes to the original document.**

*Except in cases where the policy's title is changing.

3. *NAMING REVISED POLICY DOCUMENTS*

Policies in the process of revision should be titled using the following format: DRAFT pp ## v#. For example, a proposed revision for policy 5.25 Vehicle Registration and Parking would be titled "DRAFT pp 5.25 v1" for version 1. Any additional submitted changes throughout the revision process would be titled "DRAFT pp 5.25 v2" and "DRAFT pp 5.25 v3" and so on. The latest Word version of the policy draft should be the document submitted to the approval process (it will be converted into a PDF document for agendas and campus circulation).

4. *APPROVAL PROCESS*

Academic policies begin with approval from the Deans' Council and the Faculty Senate. Then the policy is submitted to the President's Cabinet. Non-academic policies begin with a presentation to the President's Cabinet by the associated vice president. Once discussed with the Cabinet, the policy goes to the President's Council for a first reading and then to the campus community for a review of at least 21 calendar days. Any feedback will be filtered to the associated vice president or a designated representative for the policy draft, who may incorporate changes and/or respond to comments. The policy is then brought back to the President's Council for a second reading and for approval. The final step is approval at an upcoming Board of Trustees meeting.

5. *UPDATING THE POLICY*

Once the policy has been approved by the Board of Trustees, an electronic copy of the final draft will be sent back to Katya Konkle (by Bailey Bowthorpe or Trisha Robertson ONLY) to be updated in the Policies and Procedures manual and on the SUU website. The approval date will be updated by Katya before posting the policy to the website.