University Policy Process

Conceptualizing and Drafting

- Responsible Office identifies a need to create or substantially revise a University Policy
- Responsible Office obtains Executive approval of a University Policy creation or substantial revision
- Responsible Office consults with the Office of Compliance on the policy process
- Responsible Office prepares policy

Stakeholder Review

- Responsbile Office establishes a Policy Advisory Group (PAG) to solicit feedback
- Responsible Office submits policy to the Office of Compliance for review
- Responsible Office submits policy to the Office of University Counsel for legal review

Final Approval, Rejection, or Revision

- Responsible Office obtains Policy Executive approval
- Office of University Counsel advances Policy to University Executive Leadership for approval

Publication and Communication

- Policy is posted on Syracuse University Policies webpage