1. Any individual or group may request a new policy or revision by making that request to any member of Leadership Council.

2. 
   a. Responsible Officer convenes Policy Team.
   b. Policy Team reviews and/or develops draft, consulting with experts as needed, e.g. UWS Legal.

3. 
   a. Policy Office posts draft for constituent feedback, invites campus to comment.
   b. Responsible Officer solicits substantive feedback from shared governance and other constituent groups or individuals.
   c. Policy team incorporates comments as appropriate and updates drafts with Policy Office for continual publishing.

4. 
   a. Responsible Officer submits final draft to governance groups for Recommendation vote.
   b. Policy Office updates website and compiles voting results.

5. 
   a. Responsible Officer and Provost submit final draft to Chancellor with governance recommendations.
   b. Chancellor informs LC and University of decision. Policy Office updates website.

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Institutional Policy refers to rules or requirements that affect constituents beyond the supervisory span of authority.

The Responsible Officer is the executive defined in policy as the individual who oversees and enforces policy, e.g. VC Academic Affairs is the Responsible Officer for academic policies, CIO is Responsible Officer for information technology policies, etc. The Responsible Officer may delegate policy work to an appointee.

If the Responsible Officer denies the policy request, requestor may appeal to the Provost and ultimately Chancellor.

The Policy Office provides oversight and support for policy management.