

University of Vermont *Office of the President*

POLICY ADOPTION OR REVISION PROTOCOL

This protocol implements the Adoption of University Policies Policy.

NOTE: The timelines below are guidelines intended to facilitate the adoption of policies efficiently and in a manner consistent with governance requirements. Unless otherwise indicated, “days” means calendar days, and “a week” means 7 calendar days. If a time period expires on a weekend or University holiday, it will be extended to the next business day.

Responsible Office

The Office of the Associate Vice President of Institutional Risk Assessment (AVP-IRA) is the unit responsible for oversight and administration of the University policies webpage. AVP-IRA will establish and post on-line a schedule (“due diligence review schedule”) under which all University-wide policies will be slated for periodic review and revision. The frequency of review will be determined by the AVP-IRA following consultation with (a) the Vice President or other senior administrator the President designates as responsible for the interpretation and administration of the policy (“responsible official”), and (b) the Office of the General Counsel (“OGC”).

Policy Activation, Review and Approval Steps

1. A policy is activated for development, review, and/or revision .

Activation occurs in one of three ways:

- (a) on request of the President or Provost and Senior Vice President;
- (b) on request of the Responsible Official; or
- (c) when the policy is otherwise slated for review under the due diligence review schedule

AVP-IRA will notify the Responsible Official, President’s Chief of Staff (“Chief of Staff”), and OGC when a policy is being activated under the due diligence review schedule.

If the President, Provost, Senior Vice President or Responsible Official initiates a new policy or revision, the initiator will notify the Responsible Official, President’s Chief of Staff, OGC and AVP – IRA of the action.

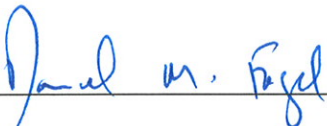
Once a policy is activated, the Chief of Staff will confer, and then finalize, with Responsible Official, the consultations that will be required in the development or revision of the policy. *Any policy submitted to the President for final approval must include documentation of com-*

pletion of these required consultations. OGC must also be consulted regarding by the responsible official regarding the content of policies under development or revision

2. Required consultations will include: prior to customary listserv circulation of a draft policy, preliminary consultations with governance group leaders and University officials or personnel with expertise in the policy subject matter and/or whose operations will be significantly affected by the policy. A preliminary consultation must also occur after these initial consults with the President's senior staff.
3. Within 60 days of policy activation, and following the preliminary consults described in the preceding paragraph, the Responsible Official will forward a draft new or revised policy reflecting as appropriate the preliminary input received to the Chief of Staff.
4. The Chief of Staff will next promptly distribute the draft for comment by means of the customary listserv. Governance groups and earlier-designated University officials will customarily have 20 business days within which to respond to the draft. To maximize the opportunity to offer a response, the comment period will be coordinated with the academic year (AY) calendar. Thus, if draft is generated for review when there are less than 20 business days remaining before the end of the AY, the *balance* of the comment period will carry over to the following AY, *provided that* if a governance group leader requests formal governance body action on a policy proposal within 10 days of an initial request for comment, the comment period will be enlarged to 45 (calendar) days.
5. The Chief of Staff will promptly forward all responses received during the governance groups' and officials' comment period to the Responsible Official cc: OGC. Within two weeks of receipt of these responses, the Responsible Official will transmit a final version of the policy for last review by OGC. OGC will offer any final counsel to the responsible official and the Senior Vice President and Provost within two weeks of receipt. Within two weeks of receipt of OGC comments along with the proposed final policy, the Senior Vice President and Provost will forward the policy and a recommendation to the President.
6. Within two weeks, the President will either approve the policy or return it to the responsible official cc: AVP-IRA with comments and/or requested revisions. The AVP-IRA will monitor the status of any policy the President returns. If the President approves the policy, his/her Chief of Staff will furnish the signed hard copy to OGC. OGC will electronically transmit the approved version of the policy to AVP-IRA for prompt on-line posting.

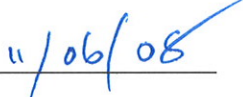
Effective Date

Approved by:



Daniel M. Fogel

President



Date