The University of Vermont

GUIDELINE PROCESS

1. DRAFT & REVIEW
   RO drafts/updates in PowerDMS. PowerDMS will notify OCPS that policy is ready for circulation.

2. CLARIFY/CONSULT
   RO consults with OGC and DCS to determine if Guideline status is appropriate.

3. FINAL REVIEW & APPROVAL
   RO emails policy@uvm.edu and OCPS prepares for publication on University Policy Website.

4. COMMUNICATE
   OCPS posts or updates Guideline on Policy Website. RO’s are responsible for communication.

5. EDUCATE
   RO’s provide education and training as appropriate to affected personnel.

6. REVIEW & REVISE
   RO’s or designee reviews and revises Guidelines as needed.

* This is provided as best practices for those guidelines that have broad university-wide applicability. Individual department/unit guidelines are created and updated under the discretion of the RO or their designee.

** Guidelines can also take the form of a resource webpage.

ABBREVIATION LIST:

- DCS/CPO = Director of Compliance Service & Chief Privacy Officer
- OCPS = Office of Compliance & Privacy Services
- OGC = Office of General Counsel
- PAT = Policy Advisory Team
- PRG = Policy Review Group
- RO = Responsible Official
- VPOPS = Vice President of Operations & Public Safety