The University of Vermont
UOP Process

1. PROPOSE
RO or designee submits impact Form online at https://www.uvm.edu/policies/forms/data-sheet-impact-assessment-form

2. PROPOSAL APPROVAL
PAT approves, denies or returns with alternative suggestions or recommendations.

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

4. CIRCULATE FOR COMMENT
OCPS emails draft to PRG, cc: OGC, RO responsible for collecting & updating in PowerDMS.

5. FINAL REVIEW & APPROVAL
OCPS formats and sends to VPOPS who obtains signatures. Once signed, VPOPS emails signed copy to policy@uvm.edu

6. COMMUNICATE
OCPS updates Policy Website & notifies RO, RO designee, PAT & OGC. VPOPS notifies campus in newsletter.

7. EDUCATE
ROs provide education and training as appropriate to affected personnel.

8. REVIEW & REVISE
VPOPS scans and archives signed electronic versions. OCPS updates cycle in PowerDMS. Cycle repeats.

KEY STAKEHOLDER REVIEW THROUGHOUT PROCESS

* PAT reserves the right to require recirculation should the changes be significant enough to warrant additional review. If changes impact the operations of another department or alter existing responsibilities, ROs are required to solicit input from the affected area.

ABBREVIATION LIST:

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