University of Vermont Guideline* and Resource Page Development Process

DRAFT & REVIEW
RO or designee drafts Guideline or Resource Page language.

CLARIFY/CONSULT
Once drafted, RO consults with OGC and DCS/CPO to determine if University-Level Guideline Resource Page is appropriate.

COMMUNICATE
OCPS posts or updates Guideline on Policy Website. RO's are responsible for communication of Guidelines and Resource Pages.

FINAL REVIEW & APPROVAL
Guideline: RO emails to policy@uvm.edu and OCPS prepares for publication on University Policy website. Resource Page: RO creates page.

EDUCATE
RO's provide appropriate level of education and training to affected UVM personnel as needed.

REVIEW & REVISE
RO's or designee reviews and revises Guidelines and Resource Pages as needed.

Key Stakeholder Review Throughout Process As Needed

ABBREVIATION LIST
DCS/CPO = Director of Compliance Services & Chief Privacy Officer
OCPS = Office of Compliance and Privacy Services
OGC = Office of General Counsel
RO = Responsible Official

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