University of Vermont Policy Process

**PROPOSE**
- RO or designee submits Impact Form online.

**PROPOSAL APPROVAL**
- PAT approves, denies or returns Impact Form to RO with alternative suggestions or recommendations.

**CIRCULATE FOR COMMENT**
- OCPS emails draft to PRG, cc: OGC for comment/input. RO/designee responsible for collecting and making updates in PowerDMS.

**DRAFT & REVIEW**
- RO drafts/updates policy using PowerDMS. PowerDMS will notify OCPS that policy is ready for circulation.

**COMMUNICATE**
- OCPS posts on policy website and notifies RO, RO designee, PAT and OGC. VPEO announces policy in Announcements & Events email.

**FINAL REVIEW & APPROVAL**
- OCPS formats into official template and sends to VPEO via email to obtain requisite signatures. Once signed, VPEO emails signed version to policy@uvm.edu.

**REVIEW & REVISE**
- VPEO scans and archives signed versions electronically. OCPS updates cycle in PowerDMS. Cycle repeats.

**EDUCATE**
- RO’s provide appropriate level of education and training to affected personnel.

**COMMUNICATION**

**Housekeeping Revisions/Edits**
- DCS/CPO has authority to make revisions without further notification.