University of Vermont UOP 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 via email for comment/input. RO or designee responsible for collecting and making updates in PowerDMS.

**DRAFT & REVIEW**
RO drafts UOP using PowerDMS and reviews with key stakeholders. When done, OCPS notifies RO that UOP 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.

**REVISE & 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 UVM personnel.

**KEY STAKEHOLDER REVIEW THROUGHOUT PROCESS**
- DCS/CPO = Director of Compliance Services & 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
- VPEO = Vice President of Executive Operations

* The PAT reserves the right to require that the UOP be recirculated for comment should the changes be significant enough to warrant additional review. If changes impact the procedures of existing documents or alter existing responsibilities, ROs are required to recirculate from the affected area.*