Updated 7/19/21

## POLICY DEVELOPMENT AND LIFE CYCLE MATRIX

	Phases / Responsible Parties	INITIATION & DEVELOPMENT	REVIEW &		DISTRIBUTION &	
ins, etc.	RESPONSIBLE CABINET MEMBERS	<ul> <li>Responsible Cabinet Member vets proposed policy changes with President's Cabinet.</li> <li>Direct Responsible Cabinet Member to initiate policy or policy revisions.</li> </ul>		<ul> <li>Discuss; Cabinet approves or rejects.</li> <li>President signs final policy.</li> </ul>		<ul> <li>Direct Responsible Cabinet Members to review existing policies according to annual schedule.</li> </ul>
ernment, Unic	GOVERNANCE GROUPS & STAKEHOLDERS	<ul> <li>Precipitating factor?</li> <li>Identify, evaluate need.</li> <li>Submit policy inquiry (MachForm).</li> </ul>	Provide comments on policies of interest.			
Risk Management Committee, Brockport Student Government, Unions, et	POLICY MANAGEMENT STEERING COMMITTEE	<ul> <li>Review and respond to policy inquiries &amp; proposals. Determine if:         <ul> <li>30-day review exception.<sup>1</sup></li> <li>Academic, administrative, or other.</li> </ul> </li> <li>VP Admin &amp; Finance consults SUNY Legal Counsel (if needed).</li> <li>Provide guidance to Originating Unit regarding policy draft, revision, rescission, &amp; rewriting.</li> </ul>	<ul> <li>Assist Originating Unit in communicating proposed policy to key stakeholders e.g., College Senate.</li> </ul>	<ul> <li>Prepare final policy draft for President's Cabinet Members' review.</li> </ul>	<ul> <li>Communicate policy actions to key stakeholders via Daily Eagle and to College community via website.</li> </ul>	<ul> <li>Monthly review of any user feedback and unintended consequences of recent policy actions.</li> </ul>
iterprise		<ul> <li>Research need for policy; review existing policies.</li> <li>Determine if a policy exists, needs to be revised, OR if a new policy is desired.</li> <li>Obtain sponsorship from Responsible Cabinet Member.</li> <li>Prepare Policy Proposal (MachForm).</li> <li>Identify stakeholders.</li> <li>Assemble a Policy Writing Group to draft the new (or revised) policy.</li> <li>Draft policy procedures and related sections</li> </ul>	<ul> <li>Engage appropriate institutional stakeholders.</li> <li>Review and evaluate feedback.</li> <li>Research and respond to questions from President's Cabinet and/or stakeholders.</li> <li>Update draft policy and related sections.</li> </ul>	<ul> <li>Forward final draft to Responsible Cabinet Member for review and they forward to Policy Coordinator to schedule for review by the Policy Management Steering Committee.</li> </ul>	<ul> <li>Communicate President's Cabinet Members' decision with key groups.</li> <li>Respond to routine questions.</li> <li>Implement plan to educate and train specific groups and affected College community.</li> </ul>	<ul> <li>Review and evaluate user feedback.</li> <li>Perform annual review of policies identified by Policy Management Steering Committee to Responsible Cabinet Member who oversees Unit (if no update, advise review date for policy history box).</li> </ul>
Originating Unit, Er	POLICY DOCUMENTATION TEAM (Admin. Assts. to Responsible Cabinet Members)					<ul> <li>Monitor and facilitate annual review of policies on a three-year cycle.</li> <li>Maintain policy template and content in CMS.</li> </ul>

<sup>&</sup>lt;sup>1</sup> The 30-day stakeholder review is waived when a policy is being revised with minor changes (as determined by the Policy Management Steering Committee), or when exigent circumstances require immediate processing and implementation of a policy / revised policy for the good of the campus.