

POLICY DRAFTING & APPROVAL PROCESS

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Office of Legal Affairs



POLICY ON POLICIES

- ▶ The Regis [Policy on Policies](#) was adopted in 2019 in order to meet institutional interests, identify expectations of community members and ensure compliance with legal requirements in regards to university-wide policies.
- ▶ This policy outlines all requirements and procedures for the creation, implementation and life cycle management of policies, including the required [Policy format](#) and approval process.
- ▶ Regis University community members tasked with drafting or revising a policy should always begin by reviewing the Policy on Policies.



POLICY RESPONSIBILITIES

- ▶ Responsible Executive's/Author's Responsibilities:
 - ▶ Drafting in Policy Template Format
 - ▶ Project Management of Policy - Shepherding a policy through drafting, vetting, approval, adoption or amendment
 - ▶ Ensuring that procedures necessary to carry out the policy are current and available as hyperlinks to the appropriate departmental website.
- ▶ Legal Affairs' Responsibilities:
 - ▶ Works with the Responsible Executive/Author and Approval Authority in coordinating and facilitating the development, review, and revision of policy
 - ▶ Completing legal review
 - ▶ Checking for consistency across other guiding policies
 - ▶ Posting approved policies online



APPROVAL FOR NEW POLICIES OR SUBSTANTIAL EDITS

- ▶ Proposals for a new policy must include:
 - ▶ a draft policy prepared using the [Policy Template](#);
 - ▶ why the proposed policy is necessary; and
 - ▶ documentation attesting to the vetting of the proposed policy with the relevant Stakeholders and a University-wide representative
 - ▶ Final approval by the Responsible Executive and Approval Authority.
- ▶ Proposals for substantive policy revisions must include:
 - ▶ Current policy version showing the changes being proposed
 - ▶ documentation attesting to the vetting with the relevant Stakeholders and a University-wide representative body
 - ▶ Final approval by the Responsible Executive and Approval Authority.



APPROVAL FOR NON-SUBSTANTIAL EDITS

- ▶ Proposals for non-substantive policy revisions must include:
 - ▶ the current policy version showing the changes being proposed; strikeouts to indicate deletions and underlining and bolding to indicate additions; and
 - ▶ Final approval by the Responsible Executive and Approval Authority.

**THANK
YOU**

Policy Questions?:

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