Policy Development Quick Reference Guide

Prior to starting the policy development process, please review the ETSU Policy Development and Rulemaking Policy (https://www.etsu.edu/policies/governance/policydevelopment.php) and the Policy Drafting Guidelines. Within the Policy Development and Rulemaking Policy, you will find procedures for policy submission and revision as follows:

Overview of Policy and Procedure Approval Process	Section A
Technical Correction Requests	Section C
Emergency Policy Process	Section D
Obsolete Policy and Procedure Issues	Section G

Any ETSU student or employee may submit a request to develop a policy and procedures to a Sponsor as outlined in the Policy Development and Rulemaking Policy. Revision requests related to an existing policy or procedures should be submitted to the Responsible Official for the applicable policy. Please review Section E of Policy Development and Rulemaking.

A University Policy is a guiding principle that addresses the governance or internal management inherent to carrying out the mission of ETSU that does not affect private rights, privileges, or procedures available to the public. A University Policy is defined by all of the following criteria:

- The policy has a broad application throughout the university;
- The policy helps achieve compliance with applicable laws and regulations, promotes operational efficiencies, enhances the university's mission, or reduces institutional risks;
- The policy mandates actions or constraints; and
- The subject matter of the policy requires Board of Trustee or Presidential approval for policy issuance and non-technical changes.

If a policy fits these criteria, it is a University Policy. If it does not, it is a departmental, office, or unit policy.

Recommendations for new or revised unit rules go through the unit's established procedures for addressing new rules. Unit rules must be consistent with the intent and purpose of all University Policies and relevant law.

Step-by-Step Guide

Step 1:   Review ETSU Policy Development and Rulemaking:
            https://www.etsu.edu/policies/governance/policydevelopment.php

Step 2:   The Originator will send a request to a Sponsor to initiate a policy or a policy revision.

Step 3:   The Originator will draft or revise the policy.

Step 4:   The Originator will email the draft policy to all of the following: (1)
            policies@etsu.edu; AND (2) Kay Lennon-McGrew (lennonk@etsu.edu); AND (3) the
            Sponsor.

Step 5:   A preliminary meeting is schedule between the Originator and a member of
            University Counsel's staff to discuss the policy.

Step 6:   Preliminary legal review.

Step 7:   Review and revision process with appropriate Stakeholders.

Step 8:   Policy is posted for a14-day public comment period, unless it is a technical revision.

Step 9:   Comments and requested revisions are returned to Originator for review. Revisions
            may be needed. The Originator has 30 days to evaluate all comments and revise the
            policy and procedure as needed.

Step 10:   Policy is submitted to University Council (UC) or Academic Council (AC) and scheduled
            for a vote.

Step 11:   UC or AC vote – UC or AC may vote to approve, reject, or return the policy with
            general suggestions.

Step 12:   If approved, the policy is sent to the President or the Board of Trustees. If the policy is
            rejected with general suggestions, you may resubmit the policy, but the policy will
            move back to Step 5 of this process.

Step 13:   An approved policy will go into effect once it is posted to the ETSU policies website
            (www.etsu.edu/policies)