VCU Policy Lifecycle

The process of creating and revising policies includes several stages and can take place over many months. The flowchart below provides details of the process. *The ICO Policy Program Manager is available for assistance or consultation throughout the process.*

CREATING

- Assess need and impact of a new policy
- Acquire approval to draft new policy
- Administrative policy? Needs Cabinet's approval
- BOV policy? Needs President's (or designee's) approval
- Determine if policy is a permanent policy or an interim policy
- Interim policy: Contact Policy Program Manager for guidance
- Permanent policy: Draft policy and executive summary of proposed policy using ICO templates
- Submit policy for ICO Review
- Revise as necessary
- Re-submit policy to ICO for University Council Review
- Revise as necessary

ICO will work with you to set up the comment period!

- Conduct 10-business-day public comment period
- Revise as neccessary from public comments
- Present draft policy and executive summary to University Council (meets monthly)
- Present to President's Cabinet for approval (meets weekly)

ICO will get it on the agendas!

- If BOV policy- Present to BOV for approval (meets quarterly)
- Submit final approved policy to ICO for inclusion in Policy Library
- Policy Owning Office will communicate, educate, and train appropriate audiences on the new policy
- Responsible Office will evaluate, monitor and review policy compliance and effectiveness

ICO will remind you when the policy is due for review!

REVISING

ICO can help you make this determination!

- Conduct Mandatory Policy Review (Minimum review period is every three years)
- Determine if revisions are needed
  - No Changes Needed → Notify ICO - ICO Policy Program Manager will renew review dates on current policy
  - Minor Revisions → Submit revised policy with track changes to ICO - ICO Policy Program Manager will confirm changes are minor and will publish renewed version
  - Substantive Revisions → Consult with key stakeholders - (Begin process above at "Draft policy") Updated policy must be reapproved then published