

Policy Development Procedures

Academic Policy

1. University-level policy issue identified and developed into proposal idea by the Policy Initiator, who submits the policy proposal to the appropriate Dean.
2. If the Dean endorses the policy proposal, he/she brings it forward to the Provost and Council of Deans for input and endorsement. Further input may be sought from the Provost's Operational Council, if appropriate.
3. If proposal is endorsed at this point, a draft policy is created following the format defined in the University's Policy on Policies.
4. The draft policy is submitted to the appropriate Senate Committee(s) for review and comment, and to General Counsel for legal review, as needed.
5. The Provost provides final approval and becomes the Policy Owner.
6. Policy Owner forwards approved, signed policy and an electronic copy to the Policy Administrator.
7. Policy Administrator coordinates with the Administrative Coordinator in the Office of Finance and Treasurer to have the approved policy posted on the American University policy web page.
8. Policy Owner develops and distributes communication announcing the policy to the American University community.
9. The Office Responsible for the Policy (assigned by Policy Owner) monitors compliance and facilitates remedies for noncompliance.