

SU SYSTEM POLICY DEVELOPMENT, ROUTING, AND CHECKLIST FORM

TO: SU SYSTEM POLICY & PLANNING COMMITTEE
Email completed checklist form, executive summary, and policy template to each committee member for review and action. [Click here for a list of committee members email list.](#)

FROM: _____
Responsible Official (Name and Title) - (*Initiator of Policy*)

DATE: _____

POLICY TITLE: _____

1. SELECT POLICY CLASSIFICATION

- Academic Affairs (1-000)
- Enrollment Management (2-000)
- External Affairs & Public Relations (3-000)
- Facilities (4-000)
- Finance, Audit, & Budget (5-000)
- Governance & Institutional Effectiveness (6-000)
- Human Resources (7-000)
- Information Technology (8-000)
- Institutional Advancement (9-000)
- Legislative Affairs & Legal (10-000)
- Research & Extension (11-000)
- Safety & Security (12-000)
- Student Affairs (13-000)
- Workforce & Economic Development (14-000)
- Athletics (15-000)

2. SELECT POLICY STATUS

- New Policy for Approval
- Review of Existing Policy for Withdrawal
- Review of Existing Policy for Withdrawal and Replacement

3. POLICY DEVELOPMENT WITH STAKEHOLDER INPUT

- Responsible Official certifies that the policy was developed with input from all applicable stakeholders identified in the revised *SU System Policy on Policies (SUS-6-001), Section IV – Definitions – Policy and Planning Committee.*

(Date/Initials of Responsible Official)

4. PROPOSED POLICY SUBMITTED FOR INITIAL REVIEW AND APPROVAL

- Responsible Official submits policy to the SU System Policy & Planning Committee using the official policy template

(Date/Initials of Responsible Official)

5. SU SYSTEM POLICY & PLANNING COMMITTEE REVIEW AND ACTION

- Proposed policy is Approved Disapproved
- If approved, proposed policy is assigned a Policy Number _____
(Date)
- If approved, proposed policy is forwarded to the President for action _____
(Date)
- If disapproved, proposed policy is returned to Responsible Official with comments for review and re-submission to the SU System Policy & Planning Committee _____
(Date)

Comments:

6. PRESIDENT'S REVIEW AND ACTION

- Proposed policy is Approved Disapproved
- If approved and signed, proposed policy is forwarded to the SU Board of Supervisors for consideration and action _____
(Date)
- If disapproved, proposed policy is returned to Responsible Official with comments for review and re-submission to SU System Policy & Planning Committee _____
(Date)

Comments:

7. SU BOARD OF SUPERVISORS (GOVERNANCE COMMITTEE & FULL BOARD) REVIEW AND ACTION

- Proposed policy is Approved Disapproved
- If approved and signed, proposed policy is forwarded to the SU System Policy & Planning Committee for archiving _____
(Date)
- If disapproved, proposed policy is returned to Responsible Official with comments for review and re-submission to SU System Policy & Planning Committee _____
(Date)

Comments: