University Policy Development Roles and Processes

- University Policies are meant to guide and enable Northwestern’s community members to uphold the University’s values and expectations.
- The following slides contain roles, responsibilities, and a process flowchart that pertain to new University Policy development or substantive revisions to existing policies.
- Administrative updates and non-substantive changes may be implemented outside this formal process and details on that process are available here.
- University Policy development is an iterative process that takes place between the Responsible Office, the Policy Review Committee (PRC), and other stakeholders. It is recommended that the Responsible Office consults with the PRC early in the policy development process.
- Refer to the University Policy Development Guidelines for additional guidance and contact policy@northwestern.edu for more information.
# University Policy Development: Roles

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<tr>
<th>Policy Review Committee (PRC)</th>
<th>Responsible Office (RO)</th>
<th>Approving University Official</th>
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<td>• Standing committee</td>
<td>• Unit(s) responsible for policy development, including drafting and stakeholder engagement</td>
<td>• Senior leader whose approval is required to adopt or revise a University Policy</td>
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<td>• Advises Northwestern community on policy development and implementation</td>
<td>• Accountable for policy implementation, communication, and review</td>
<td>• May include the president, provost, vice presidents, or designates</td>
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<td>• Oversees University Policy development, review, and approval</td>
<td>• Once policies are approved, Responsible Office is tasked with ensuring posted policies are current</td>
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<td>• Chair serves as a facilitator and point of contact for Responsible Office</td>
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University Policy Development: Process

1. New University policy need identified*  
2. Policy review/revision initiated  
3. RO drafts policy and engages stakeholders**  
4. PRC guides policy development/revision  
5. PRC reviews and approves policy  
6. Policy approved by Approving University Officials  
7. RO communicates and implements policy  
8. Policy published with effective and review dates  
9. One and three-year policy assessments

*Responsible Office expected to consult with the PRC and engage relevant University leaders, including Approving Officials, at start of process.

**Policies will advance for PRC review and potential approval only after there has been sufficient engagement and alignment on the proposed/revised policy.