

Proposed ITC Policy Process

1. Issue Identification

- Any member of the University Committee may propose an issue for policy amendments/additions/deletions.
- The ITC Chair, in consultation with the CIO, will assign the issue to appropriate policy owner/committee
- Policy owner will be responsible for drafting, vetting and approving the statement of need, policy concept, and draft policy and procedure documents.
- Assigned committee and policy owner will follow steps 2-4

2 Definition of Scope

- What is the scope required of a policy addition/amendment to address need?
- Who is/should be affected by the issue/policy suggestion?

3. Determination of Need

- Does policy exist that meets the need?
 - Review related (pre-existing Clayton State) policies

4. Draft Statement of Policy Need

- Policy owner – responsible for drafting in consultation with committee, IT managers

Deliverable: Memoranda regarding Statement of Policy Need

5. Debate the Need

- Circulate statement to ITC members
- Send statement to Extended Cabinet for Comments
- Accept comments for 30 days
- ITC, in consultation with Cabinet, votes to accept/reject need

If Need statement accepted, then

6. Research and Analysis

- Gather necessary information on the issue(s)
- Involve subject-matter experts (SME's) as necessary
- Review analogous policy(ies) from peer institutions and/or best practices
- Identify stakeholders (responsible managers, individuals/groups affected)
- Involve Legal Affairs and Internal Audit as necessary.

Deliverable: Draft policy *concept document*

Responsibility: Policy Owner

7. Obtain Stakeholder Input

The concept document developed will be vetted through appropriate channels which represent all stakeholders.

- Distribute draft policy concept and solicit input from *all* stakeholders
- Inform stakeholders of possible changes to policies, and how it affects them

8. Policy and Procedures Drafting

Once input on the concept document has been obtained, a draft of the policy and operational procedures can be written. In most cases the policy and the procedures will be two different documents. This will allow for associated procedures to be updated without having to change policy language. The following process will be followed:

- Designated drafter : Develop initial draft policy and accompanying procedures utilizing the ITC Policy templates to ensure consistency
 - Policy and procedure drafts will be circulated to the following:
 - Identified Stakeholders

- Cabinet
 - Comments will be solicited and response to comments made
 - Time allowed : No more than 30 days per major draft revision
 - Given informal approval by cabinet - The drafted policy and procedures will be presented to the community at large
- Develop a communication plan / matrix for introducing the new policy.
 - Policy owner will draft communication plan and vet with HR and Communications Office

Deliverables: Draft policy and procedures, Communication Plan

Responsible: Policy Owner

9. Final Draft Policy and Procedures Posting The drafted policy and procedures need to be reviewed by President’s Cabinet and other relevant audiences.

- Present draft policy for consideration by President’s Cabinet and relevant audiences (typically 30 days).
- Address requests for additional information, clarifications, objections, recommendations, etc.
- Make revisions to draft policy as necessary.

Deliverable: Final draft policy Responsibility: Policy Owner

10. Policy and Procedures Approval

- ITC will consider for approval
- The CIO Will seek policy approval from President’s Cabinet.
- Date & version accordingly

Deliverable: *Approved* policy document

Responsibility: Policy Owner

11. Distribution & Adoption

Once approved, the policy and procedures need to be posted to policy website, a master backup created, and distributed according to the established communication plan.

- Distribute policy document as per Communication Plan
- Oversee policy implementation

Deliverables: *Published* (approved) policy

Responsibility: ITC

12. Policy and Procedure Review

- Periodically, the policy will be reviewed. The following steps shall be taken:
- Evaluate policy as per the review schedule specified in the policy itself
- Is it still needed / applicable? If not, retire policy
- Amend, update, modify as necessary
 - Is a new policy required due to extensive changes necessary?
- Obtain approval for changes, as required
- Date and version

Deliverable: Revised/updated policy (in some cases the review process may spawn the creation of a new policy)

Responsibility: Policy Owner

13. Policy Retirement Some policies can be retired when another policy supersedes it, or if the issue is no longer apparent. To retire a policy:

- Move retired policies to a Policy Archive, ensuring correct classification to enable future reference
- Communicate policy retirement as per Communication Plan

Deliverable: *Retired/obsolete* policy document

Responsibility: ITC