

Administrative Policy Review Roles and Responsibilities

Role	Responsibility
Policy Owner	<ul style="list-style-type: none"> • Remain informed of applicable industry, state, and national trends, laws, and best practices. • Provide guidance and assistance with interpreting policies as needed. • Review Policy 2-1 Authority to Establish Policies, Procedures or Guidelines. • Manage of the administrative policy review process • Author new policies and policy revisions as needed. • Work with the Administrative Policy Review Coordinator to move policies through the policy review workflow. • Determine the timeline for review. • Communicate with Stakeholders / Reviewers that the policy is under review and where to share suggestions. • Ensure all applicable stakeholders have reviewed drafts or proposed policy changes. • Document "Related Policies" that may need to be reviewed given the creation of or changes to an existing policy. • Determine and document "Related Policies" require review given the creation of or changes to an existing policy. • Identify resources necessary to fulfill the purpose of the policy.
Administrative Policy Review Committee	<ul style="list-style-type: none"> • Determine policies to be reviewed in upcoming cycle • Publish/share current policies under review and overall schedule of reviews • Assist the Policy Owner(s) with roadblocks/barriers • Oversee forms, procedures, and policies on creating, revising, or retiring policies
Administrative Policy Review Coordinator	<ul style="list-style-type: none"> • Coordinate the Administrative Policy Review Committee • Initiate review process in the system • Prepare updates to the President's Cabinet regarding reviews
Appropriate Vice President of Policy Owner	<ul style="list-style-type: none"> • Remain informed of applicable industry, state, and national trends, laws, and best practices. • Ensure Policy Owner is on-track with the review process timeline. • Issue or ensure Policy Owner issues applicable communications. • Assist the Policy Owner with roadblocks/ barriers. • Present policy to President's Cabinet and relay outcomes, questions, and/or changes to Policy Owner. • Approve or deny policy revisions, retirements, and the creation of new policies. • Allocate the necessary resources to fulfill the purpose of the policy.

Stakeholders / Reviewers	<ul style="list-style-type: none"> • Provide timely and thorough feedback in accordance with the review timeline. Feedback provided outside of the timeline may not be incorporated.
President's Cabinet	<ul style="list-style-type: none"> • Provide timely and thorough feedback in accordance with established review timeline and before Presidential decision.
President	<ul style="list-style-type: none"> • Approve or deny policy revisions, retirement, and the creation of new policies.
Legal Counsel	<ul style="list-style-type: none"> • Finalize policy formatting. • Maintain Administrative Policies Manual website. • Close-out policy review workflow.