University at Buffalo
Policy Development Process

Plan
- Step 1. Identify need
- Step 2. Know the definition of a university policy

Policy Proposal
- Step 3. Complete University Policy Proposal
- Step 4. Consult with university legal counsel

Writing Group
- Step 5. Assemble a Policy Writing Group
- Step 6. Know the characteristics of a good policy document

Research
- Step 7. Research and gather information

Write
- Step 8. Draft policy
- Step 9. Draft procedures, guidelines, forms, instructions, department web pages

Reviews
- Step 10. Obtain stakeholder input
- Step 12. Obtain final legal approval, as required

President Approval
- Step 13. Obtain presidential approval

Implement
- Step 14. Communicate new policy and procedures
- Step 15. Conduct education and training

Maintain
- Step 16. Review policy

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