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 11. Obtain Policy and Operational Excellence and Policy Review Group review
- 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