

# 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](mailto:policy@northwestern.edu) for more information.

# University Policy Development: Roles

## Policy Review Committee (PRC)

- Standing committee
- Advises Northwestern community on policy development and implementation
- Oversees University Policy development, review, and approval
- Chair serves as a facilitator and point of contact for Responsible Office

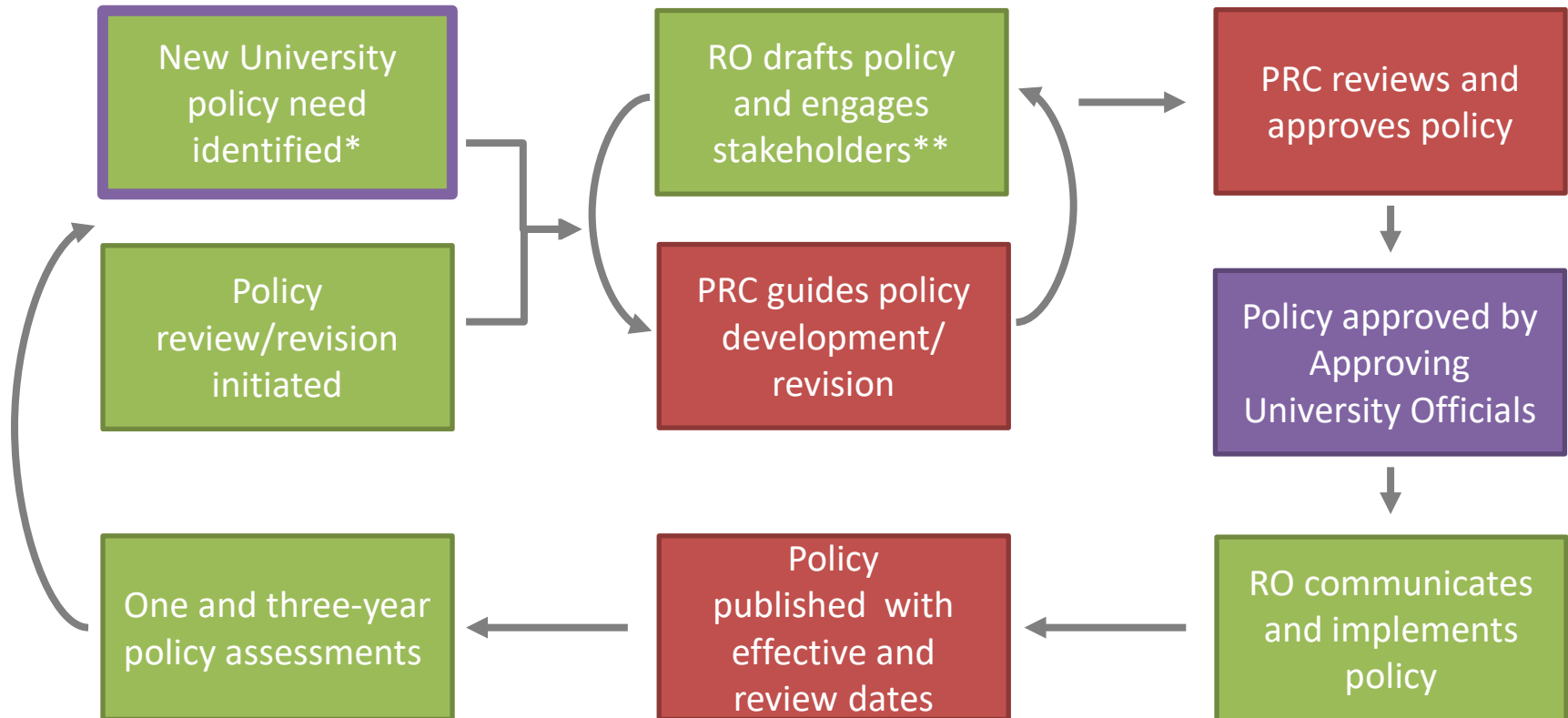
## Responsible Office (RO)

- Unit(s) responsible for policy development, including drafting and stakeholder engagement
- Accountable for policy implementation, communication, and review
- Once policies are approved, Responsible Office is tasked with ensuring posted policies are current

## Approving University Official

- Senior leader whose approval is required to adopt or revise a University Policy
- May include the president, provost, vice presidents, or designates

# University Policy Development: Process



\*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.