

University Policy Development Process

Propose

Any NAU employee may propose a new University Policy by preparing a policy proposal impact statement. The policy liaison for your area and the Director for Policy are available to provide additional guidance.

Sponsor

To officially advance, policy ideas are “sponsored” by the prospective Responsible Executive, who assigns the proposal to the appropriate Responsible Office for further review.

Develop

The Responsible Office studies the policy idea’s benefits or drawbacks and consults with all potential stakeholders. Meritorious concepts are translated into draft policies.

Consider

The draft policy is circulated among all affected parties and made available across campus via the University Policy Library. The text is improved and refined.

Approve

The Responsible Office and Responsible Executive jointly submit the draft policy’s recommended text to the President for final approval.

Promulgate

Approved University Policies are published in the University Policy Library. The Responsible Office educates and trains the University community as appropriate.