

POLICY APPROVAL PROCESS

New Policies are generally approved by President's Council (PC) over a series of two meetings with an option to extend to a third when needed. Sonoran constituents provide feedback between meetings.

Policy Owner (PO) –One individual should be designated the Policy Owner even if a group or task force is developing the policy. The PO is responsible for presenting the policy during meetings, making all changes, and creating a final document upon approval. Any changes recommended by the Sonoran community are directed to the PO.

President's Executive Assistant (PA) – the PA coordinates the logistics of posting versions of the policy for review by President's Council and the community during the approval process. Once a policy is approved, the PA ensures the updated policy is sent to the EA for posting.

Executive Assistant to the Vice President of Finance and Administration (EA) – The EA coordinates all approved Sonoran policies and ensures updated policies are posted to the Resources tab on MySonoran.

First Read

1. **Before a policy is submitted for the first read to President's Council, it should have been reviewed and vetted by those constituents most affected by its implementation.**
2. The PO submits first draft to the PA at least one week prior to the PC meeting during which the policy is to be read.
3. PA posts the first draft in the private PC group on TEAMS prior to the meeting.
4. First read conducted at the PC meeting – the PO presents the policy and collects feedback. A decision is made by the PO and Council whether the second read will occur in the next month or at a future PC meeting.
5. For transparency and easy access by the Sonoran community, PA posts the draft of the policy (including any edits discussed at the first read) for the Sonoran community on the public President's Council page on MySonoran. Individual community members are encouraged by their senate representative (heads of Staff Council, Faculty Senate or Student Government Association) to send feedback to their PC representative or directly to the PO.

Additional Read/Approval

1. PO makes suggested edits based on feedback in track changes and submits the updated draft to the PA at least one week prior to the PC meeting where it is to be read.
2. PA posts revised version on private PC group page on Teams.
3. Second read at the PC meeting. PO presents changes and collects any final feedback. The Council determines if the policy needs an additional read or if the vote will be conducted.
4. If the vote is postponed, repeat the above items for the third read.
5. If vote is taken and the policy approved, PO makes any final edits which were approved during the final read of the policy and sends the final version with all tracked changes accepted to the EA.
6. EA posts the final approved policy (including updated dates, approvals, etc.) on the Policies page on MySonoran.

Communication

1. Faculty and Staff Council and Student Government Association make an announcement of the updated or approved policy during the next regularly scheduled meeting of their respective groups or via e-mail to their constituents.

Policy Updates

1. Policies should be reviewed by the PO annually. Minor updates (title corrections, immaterial details) can be made and sent to the EA for posting without review by President's Council. The Council will be made aware that minor changes were made.
2. Major changes with material impact on the policy will be reviewed in 1-2 reads at President's Council utilizing the same method as new policies. The Council determines if the changes require community review or can be approved in one meeting.