



Policy Development Procedures

Administrative Policy

1. University-level policy issue identified and developed into proposal idea by the Policy Initiator, who submits the policy proposal to the appropriate Dean, Director, or Department Head.
2. If the Dean, Director, or Department Head endorses the policy proposal, he/she brings it forward to the appropriate university officer (president, provost, vice president, etc.).
3. If the proposal is endorsed at this point, a draft policy is created following the format defined in the University's Policy on Policies.
4. The draft policy is submitted to the General Counsel for legal review.
5. The draft policy is submitted to the appropriate university officer for final approval, and that officer becomes the Policy Owner.
6. Policy Owner forwards approved, signed policy and an electronic copy to Policy Administrator.
7. Policy Administrator coordinates with OIT to have the approved policy posted on the American University policy web page.
8. Policy Owner develops and distributes communication announcing the policy to the American University community.
9. The Office Responsible for the Policy (assigned by Policy Owner) monitors compliance and facilitate remedies for noncompliance.