# Academic Policy Development Process Steps

Office of Accreditation, Assessment, Curriculum, and Compliance Office of the Provost

1. SPIRE Charges Ad Hoc Committee
2. Ad Hoc Committee Completes Benchmarking, Research, Stakeholder Interviews
3. Ad Hoc Committee Creates Draft Policy
4. Ad Hoc Committee Sends Draft Policy to SPIRE and Stakeholders, Obtains and Addresses Feedback
5. AACC Asst. Director Shares Draft Policy with UCUE/UCGS, Obtains and Shares Feedback with Ad Hoc Committee to Address
6. Ad Hoc Committee Sends Draft Policy to Responsible Officer and Responsible Executive, Obtains and Addresses Feedback, Garners Support
7. Ad Hoc Committee Sends Draft Policy to SPIRE, Garners Support and Recommendation
8. SPIRE Sends Recommended Policy to Provost and UCUE/UCGS
9. Provost Reviews Recommended Policy; UCUE/UCGS Approves
10. Provost and Responsible Executive Sign Policy
11. Policy is Adopted and Updated in the Academic Programs Catalog and/or University Policies
12. Campus Community Notified (Deans/Directors/Chairs email list-serv, Faculty Senate, Advising email list-serv, Student Affairs, Residential and Hospitality Services, etc.)