Norwich University Procedures for Enacting Additions, Deletions and Changes to the Administrative Manual *

Start process with draft proposal sent to CAO

Simple edit to existing policy (i.e., titles)?

Policy required by external authority?

Written Justification
Proposer submits to CAO a properly formatted draft policy and reasons policy should be adopted.

Appropriate Cabinet member presents proposal to Cabinet. Continue with formal review?

Yes but with edits

Policy revised by proposer and CAO

Proposer drafts policy in proper format and submits to CAO. President approves as an Interim Policy?

Yes, Policy posted as interim

Policy posted online; notice to NU community

Process Ends

CAO sends written justification and properly formatted proposal to governing boards

WITHIN 40 to 70 DAYS*
Governing boards send summary of opinions and recommendation to CAO

CAO sends policy, justification and governing boards’ recommendations to PAC (via email)

PAC DISCUSSION
Proposer presents policy. PAC makes recommendation to President.

President Final Authority

Approval as is or with minor edits

Denied

Resubmit with significant edits.

Written Justification
Proposer submits to CAO a properly formatted draft policy and reasons policy should be adopted.

Appropriate Cabinet member presents proposal to Cabinet. Continue with formal review?

Yes

Policy revised by proposer and CAO

Proposer drafts policy in proper format and submits to CAO. President approves as an Interim Policy?

Yes, Policy posted as interim

Policy posted online; notice to NU community

Process Ends

14 days

14 days

Total of 60 to 100 days depending upon schedules of governing boards, Cabinet and PAC

* Revised 12/8/14

* Faculty Senate uses a 2 read process for action items.