



Alabama State University Policy Development Process

Pre-Policy Development

- The Policy Developer determines the need for a policy and begins the process of developing one. If a policy currently exists, then the Policy Developer determines the need to edit and researches and identifies issues and solutions

Draft Policy

- The Policy Developer coordinates with stakeholders and functional experts to prepare a draft of the prospective policy.

Collaboration and Reviews

- The prospective policy draft is distributed and reviewed by applicable stakeholders of the University. The Policy Developer makes edits to the draft policy in response to comments.

Administrative Review and Approval

- The final draft of the policy is provided to the President for final review; when necessary, seeks input from General Counsel; and alerts appropriate executives of policy development for feedback.

ASU Board of Trustees Ratification of Policy

- Once the President approves the final policy draft, it is then forwarded to the ASU Board of Trustees (BOT) for review and ratification.

Policy Implementation and Review

- Upon approval by the ASU Board of Trustees, the policy is shared with stakeholders for implementation; when necessary, training will be provided to stakeholders impacted by the policy. Policies will be reviewed annually in accordance to changes required by regional accrediting agencies, and/or state and federal regulations. All policies will be reviewed on a five-year cycle.