

# POLICY DEVELOPMENT FORM

ASSIGNED NUMBER

Title:

Board Policy or Administrative Procedure

This is a:

(Please see the definitions in AP 1.01.02. If this is a non-substantive change follow the abbreviated process.)

Sponsoring Unit:

(Note: It is this unit's responsibility to ensure that all necessary steps in the flow below are completed and the requirements of BP 1.01 and AP 1.01.02 are met.)

Contact:

Email form and draft Policy to: [pcc-boardpolicy@pima.edu](mailto:pcc-boardpolicy@pima.edu)

WORKFLOW (TO BE COMPLETED BY SPONSORING UNIT)	
<input type="checkbox"/> Notification to the Chancellor's office of the proposed action	
<input type="checkbox"/> Identify the Lead Administrator of the Sponsoring Unit:	
<input type="checkbox"/> List of identified stakeholder units:	
<input type="checkbox"/> List names of reviewers/authors:	
<input type="checkbox"/> Provide a brief overview of the collaborative and inclusive process used for creation/revision/or reason for deletion.	
Changes approved by the Lead Administrator of the Sponsoring Unit <b>(signature required)</b>	
WORKFLOW (TO BE COMPLETED BY CHANCELLOR'S OFFICE)	
<input type="checkbox"/> Legal Review completed	
<input type="checkbox"/> Formatted policy with any changes or additions added due to the Chancellor's office by the Board agenda deadline. (See AP 1.01.02 for format and heading information.)	
<input type="checkbox"/> College governance groups informed and asked for feedback	
<input type="checkbox"/> Posted on the website for 21 days for comment (for BPs, posting should only occur after 1 <sup>st</sup> reading to the Board). (If this is an expedited process indicate: Board or Chancellor approval)	
<input type="checkbox"/> Comments received	
<input type="checkbox"/> Comments received inserted into Comment Received Form.	
<input type="checkbox"/> Comments forwarded to Sponsoring Unit.	
<input type="checkbox"/> Responses posted on the website.	
<input type="checkbox"/> Put a placeholder on the Board agenda for BPs as action items and completed APs as information items.	
<input type="checkbox"/> Board Policy — 1 <sup>st</sup> Reading to Board — Information Item	
<input type="checkbox"/> Board Policy — Final Reading to Board — Action Item	
<input type="checkbox"/> Administrative Procedure — Information Item	