

electronic Development and Approval of Academic Policies (eDAAP)

Academic Policy Development and Approval Process Overview

Policy Initiation

- Need for a new or revised **Academic Policy** brought to senior leadership (President or Provost) -- usually via appropriate Assoc. Provost or VP -- by any member of the BU community or any academic unit, council, committee, working group, or task force.
- President or Provost decides whether or not to move forward and assigns investigation and/or Policy drafting to the appropriate body.

Policy Development

- **Academic Policy** will be drafted by the body deemed most appropriate by the President or Provost. Typically, this would be the Undergraduate Council, Graduate Council, Research Council, UC Committee on Faculty Policies, or UC Committee on Student Policies. This group consults with schools/colleges and other units in the creation of the Policy or Policy revision. The chair of the drafting body is the sponsor of the Policy and is responsible for moving it through the approval process.

15 day comment period

15 day comment period

Faculty Council
(for comment)

Provost's Cabinet
(for comment)

Council of Deans
(for comment)

Other Stakeholders Identified
(for comment)

Approval

Appropriate University Council Committee:
Undergraduate Programs, Graduate Programs, Research & Scholarly Activity, Student Policies, Faculty Policies

Vote: approve, reject, or return to drafters for revisions

University Council

Vote: approve, reject, or return to drafters for revisions

President

Final Approval

Notification to the University community

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Administrative Policy Development and Approval Process

Policy
Initiation

- Need for a new or revised **Administrative Policy** brought to senior leadership (President or Provost) -- usually via appropriate VP and academic leader, or potentially by a committee, working group, or task force.
- President decides whether or not to move forward and assigns investigation and/or drafting to the appropriate body.

Policy
Development

- **Administrative Policy** will be drafted by the individual or body deemed most appropriate by the **President**. This individual or group consults with schools/colleges and other units in the creation of the Policy or Policy revision. The individual or chair of the drafting body is the sponsor of the Policy and is responsible for moving it through the approval process.

15 day
comment
period

Faculty Council
(for comment)

Provost's Cabinet
(for comment)

Council of Deans
(for comment)

Administrative Council
(for comment)

15 day
comment
period

After consultation, sponsor of the Policy brings it forward for vote

Council of Deans and Administrative Council

Vote: approve, reject, or
return to drafters for
revisions

President

Final Approval

Notification to the University community

Approval