

OIT Policy Review and Update Process

1. On or about the specified review date for a policy (normally approximately one year following last publication) the Policy Administrator sends a copy of the most recent version of a policy to the department or group that “owns” the policy (the “owner”), requesting a policy review.
2. The policy owner reviews the policy internally and indicates proposed changes, using MS Word’s revision tracking tool. When the review is complete, the owner returns the marked-up policy to the Policy Administrator.
3. The Policy Administrator incorporates suggested changes into the policy language, following up with the owner to ensure accuracy and consistency.
4. When the owner is satisfied, the Policy Administrator circulates the revised draft to other affected groups for review and comment. The Policy Administrator coordinates this input and response with the owner, and updates the policy accordingly.
5. The Policy Administrator submits the revised policy to the OIT Directors and the CIO for review and approval. The Policy Administrator receives any additional recommended changes, and coordinates input and revision with the owner.
6. In the case of a University policy, once the CIO approves the updated policy, the Policy Administrator submits it to the University’s Policy Specialist for review by the University Policy Committee.
7. When the University Policy Committee approves the updated policy, the Policy Administrator updates the policy on the OIT website.