

DEVELOPING POLICIES POLICY

Procedure #	AD-050-P1	Revision #	02
Accessibility level	A	Effective date	Jan 20, 2021

Developing and Reviewing Policies Procedure

1. A draft policy or procedure is initiated by a College, Deanship or administrative unit who appoints a person or a committee to develop the policy or procedure.
2. The appointed person or committee collaborates with the stakeholders and solicit expert opinion to develop a Consultation Draft and submit it to the initiating officer at College, Deanship or administrative unit.
3. The Draft of policy or procedure is circulated to experts in field within or outside of the university seeking their input the university groups that will be affected by the policy.
4. The draft of policy or procedure is then revised accordingly and submitted to the University Council for approval.
5. Person(s) in charge should give each policy or procedure a unique alphanumeric code number.
6. Appointed person(s) should communicate the approved policy or procedure promptly to all stakeholders.