



1. Propose Policy -- Create a draft Policy Statement and Reason/Purpose
2. Submit to appropriate Senior Administrator to approve the policy's creation
3. Draft full text of policy using the AUC Policy Template
4. Review and get stakeholder feedback. Make revisions as necessary
5. Final draft
6. Submit to appropriate Area Head to approve or bring to the full Cabinet
7. Add policy to the official and online policy collection/handbook
8. Announce policy to the AUC community and do any education or training as needed
9. Implement policy and procedures
10. Conduct regular review and evaluation. Revise policy as necessary