DATE:

TO: (Appropriate Vice Chancellor)

FROM:

TITLE OF POLICY:

(For Office Use Only)

1. VICE CHANCELLOR NAMES RESPONSIBLE OFFICIAL
   Name:_______________________  Forwarded to Responsible Official on ________ (date/initial)

2. RESPONSIBLE OFFICIAL REVIEW
   □ Review completed – Forwarded to University Policy Council Chair on ________ (date/initial)

3. UNIVERSITY POLICY COUNCIL REVIEW
   □ Referred to appropriate VC or Responsible Official for review by_______ constituency group/committee/task force on __________ (date/initial) Feedback from constituency group/committee/task force to VC or Responsible Official attached. (Feedback to be received by VC or Responsible Official within 45 calendar days from review date assigned.)
   Then, forwarded to University Policy Council for further consideration.
   □ Returned to Responsible Official for revisions on __________ (date/initial) - Comments:
   □ Review completed - Forwarded to Chancellor’s Office for Chancellor’s Council review on ________ (date/initial)

4. CHANCELLOR’S COUNCIL REVIEW
   □ Returned to University Policy Council Chair for revisions on __________ (date/initial) - Comments:
   □ Chancellor’s Council recommendation to Chancellor:  □ Approve □ Modify □ Reject

5. CHANCELLOR’S REVIEW
   □ Referred to _________ group/committee/task force on __________ (date/initial) Feedback from constituency group/committee/task force to Chancellor attached.
   □ Returned to Policy Council Chair for review of Chancellor’s changes on __________ (date/initial) – Comments:
   □ Review completed-Recommendation:  □ Approval on __________ (date/initial)
   □ Reject (return -Policy Council Chair)

6. POST APPROVAL
   □ Finalize approved policy in regard to formatting, grammar, notations, and/or references
   □ Submit in print form for inclusion in all applicable or relevant University printed publications
   □ Post on official SIUE website
   □ Publish to affected group or population via informational email notification
   □ Other publications/postings as deemed necessary