The Universities
AT SHADY GROVE

Policy Approval Procedure
USG Procedure | Approved August 2021

I.   Purpose and Applicability

This procedure outlines how policies and procedures should be written, vetted and approved at the Universities at Shady Grove.

II.   Definitions
   A. *Policy Advisory Group:* Universities at Shady Grove staff that is responsible for reviewing policies and procedures for the following:
      1. Grammar
      2. Template compliance
      3. Conflict with other existing or pending policies
      4. Identification of need for procedure documents, where applicable

III. Procedure
   A. Need for specific policy is identified by the Division Chief. Any employee may also recommend a new policy to their Director or Division Chief.
   B. Division Chief will assign a Lead Drafter to draft policy using approved template. Policy draft is circulated to those with expertise in the subject area. Drafter will review feedback and facilitate resolution of any issues that arise.
   C. Draft policy is forwarded to the three-member Policy Advisory Workgroup (usg-policies@umd.edu) to review for conflict with other existing or pending policies, template compliance and grammar. Review to be completed within one month of submission. Lead Drafter implements recommended changes, if any.
   D. Division Chief reviews final draft and then electronically forwards to Executive Council members for individual review. Executive Council members have one month to initial for approval, or initial pending recommended revisions. Executive Council shares policy with APAC and/or SGGC as appropriate.
      1. Once all Executive Council members have initialed, the policy is considered approved.
      2. Procedures are sent to the Operations Council for review.
   E. Approved policy is electronically signed by the Executive Director and an electronic copy is kept on file in the Office of Administration.
   F. Approved policy is posted to Policy Library on USG Website.
   G. Policies are reviewed yearly.