

The following guidelines are designed to assist the user in writing or editing a university policy.

1. Use the template found on the [President's Council](#) web page under "Resources." Policies presented in other formats will be returned for reformatting and resubmission.
2. Header Section
 - a. Fill in the responsible officer, contact number, and email. The responsible officer is the division leader; individual departments should not be listed.
 - b. New Policies
 - i. Leave the revision date field blank.
 - ii. Leave the policy number as is (XX-XXX). A number will be assigned upon approval by the president.
 - iii. Enter the policy title.
 - c. Existing Policies
 - i. Enter the revision date; it will be updated if the policy is approved.
 - ii. Enter the current policy number (ex. OIT-01-001).
 - iii. Enter the policy title.
3. Policy Text
 - a. Replace text in each numbered field with appropriate text.
 - b. Section 4 -- definitions should be applicable to the policy.
 - c. Section 6 -- include names and hyperlinks if applicable; if none, enter "None."
 - d. Section 7 -- include the committee name/advisory group, if any.
 - e. Section 8 --the date will update automatically.
4. After completion, the policy is submitted to one of the following sponsors, who must agree to support the policy before it moves forward:
 - a. Academic Council
 - b. Administrative Council
 - c. ASOIT
 - d. Faculty Senate

- e. President's Executive Staff/Leadership
 - f. President's Council
5. Sponsor, or individual/group with sponsor's approval, submits the policy to President's Council (provostoffice@oit.edu).
 6. Initial review of the policy for spelling, punctuation, formatting.
 7. Policy is sent to university general counsel for legal review.
 - a. If no legal concerns exist, the policy is presented at the next regularly scheduled President's Council meeting.
 - b. If legal concerns exist, counsel or a designee will reach out to the sponsor or individual/group.
 8. From this point forward, steps outlined in the [Policy Approval Process](#) are followed; see President's Council web page, under "Resources."
 9. Check the status of a policy in process by navigating to the President's Council web page, then click on "Links", "[Policies Under Review](#)." Information is updated as it becomes available.

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