

UW-Madison Policy Life Cycle

The Policy Life Cycle illustrates the process for proposing new policy and for reviewing and modifying existing policy. The policy manager engages relevant stakeholder groups throughout this process. The *Guidelines for Policy Development at UW–Madison* provide further detail.

Start here when proposing new policy

1.

IDENTIFY NEED

Need for a new policy could come from any source, external or internal.



DRAFT AND EDIT

Policy manager drafts or edits policy using the policy drafting template.

Stakeholder



Start here when reviewing and modifying existing policy

6.

PUBLISH

Policy library coordinator publishes policy in the library and provides appropriate link to responsible office for communication.



REVIEW/REVISE

Policy manager solicits appropriate stakeholder review for feedback and revises accordingly.



Engagement



APPROVE/RETIRE

Approval authority approves draft or modification(s), and it becomes policy. If policy manager recommends retiring a policy, approval results in removal of policy from the library.



CONSULT

Policy manager consults with appropriate committee(s) and/or advisory group(s) as needed to get feedback, suggestions, and concurring approval prior to routing to approval authority.