Policy Development Form Assigned Number Policy Number

Title **enter policy name.**:

Board Policy or  Administrative Procedure

This is a: **Choose a category.**

(Please see the definitions in AP 1.01.02. If this is a non-substantive change follow the abbreviated process.)

Sponsoring Unit: **Choose a unit.** (Note: It is this unit’s responsibility to ensure that all necessary steps in the flow below are completed and the requirements of BP 1.01 and AP 1.01.02 are met.)

Contact: enter contact name

Email form and draft Policy to: [pcc-boardpolicy@pima.edu](mailto:pcc-boardpolicy@pima.edu)

|  |  |
| --- | --- |
| WORKFLOW (TO BE COMPLETED BY SPONSORING UNIT) | |
| Notification to Chancellor’s office of proposed action | [Date] |
| Identify Lead Administrator of Sponsoring Unit: Click here to enter text. | |
| List of identified stakeholder units: Click here to enter text. | |
| List names of reviewers/authors: Click here to enter text. | |
| Provide a brief overview of the collaborative and inclusive process used for creation/revision/or reason for deletion. Click here to enter text. | |
| Changes approved by Lead Administrator of the Sponsoring Unit **(signature required)** | |
|  | |
| **WORKFLOW (TO BE COMPLETED BY CHANCELLOR’S OFFICE)** | |
| Legal Review completed | [Date] |
| Formatted policy with any changes or additions added due to Chancellor’s office by the Board agenda deadline. (See AP 1.01.02 for format and heading information.) | [Date] |
| College governance groups informed and asked for feedback | [Date] |
| Posted on website for 21 days for comment (for BPs, posting should only occur after 1st reading to the Board). (If this is an expedited process indicate:  Board or  Chancellor approval) | [Date] |
| Comments received | |
| Comments received inserted into Comment Received Form. | [Date] |
| Comments forwarded to Sponsoring Unit. | [Date] |
| Responses posted on website. | [Date] |
| Put placeholder on Board agenda for BPs as action items and completed APs as information items. | |
| Board Policy — 1st Reading to Board — Information Item | [Date] |
| Board Policy — Final Reading to Board — Action Item | [Date] |
| Administrative Procedure — Information Item | [Date] |