Midwestern State University (MSU) University Operating Policies/Procedures (OP) Development Process (See OP 02.31)

Policy Owner / Responsible Office

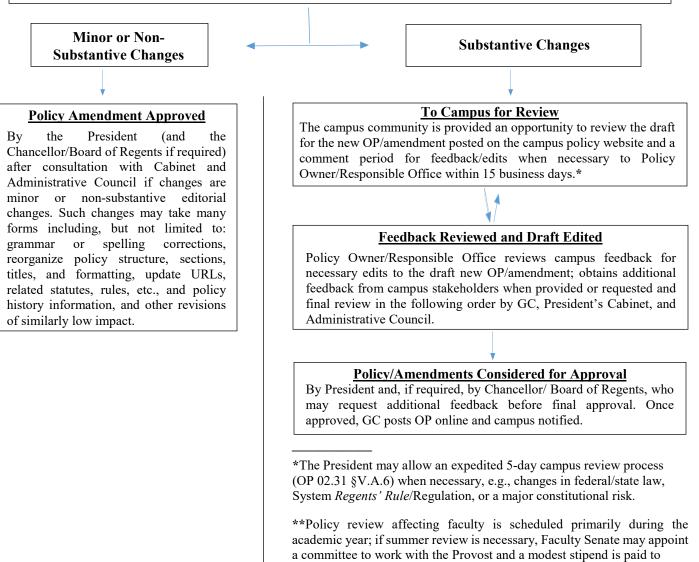
The Policy Owner/Responsible Office develops a draft for a new OP/amendment including a routing sheet setting forth the rationale, scope, and potential impact issues to the University. The draft should impose the minimum burden necessary, including time and resources. The draft may be developed in consultation with the University's General Counsel (GC).

General Counsel Review

GC reviews draft/routing sheet and provides feedback/edits for legal sufficiency and consistency with applicable law, System *Regents' Rules* and Regulations, and other University operating policies and procedures; and identifies and addresses any legal risks.

Policy Owner/Responsible Office / Governance Groups / General Counsel / President

The Policy Owner/Responsible Office reviews the draft in the following order with the President, President's Cabinet, and Administrative Council, and updates the routing sheet documenting consultations/recommendations concerning approval; whether proposed changes are minor or substantive; whether expedited* approval appropriate; which governance groups** to consult; and any suggested edits. The GC reviews the updated routing sheet and draft and if approved by the President, the review process proceeds as follows.



appointees.