

**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.

**Minor or Non-Substantive Changes**

**Substantive Changes**

**Policy Amendment Approved**

By the President (and the Chancellor/Board of Regents if required) after consultation with Cabinet and Administrative Council if changes are minor or non-substantive editorial changes. Such changes may take many forms including, but not limited to: grammar or spelling corrections, reorganize policy structure, sections, titles, and formatting, update URLs, related statutes, rules, etc., and policy history information, and other revisions of similarly low impact.

**To Campus for Review**

The campus community is provided an opportunity to review the draft for the new OP/amendment posted on the campus policy website and a comment period for feedback/edits when necessary to Policy Owner/Responsible Office within 15 business days.\*

**Feedback Reviewed and Draft Edited**

Policy Owner/Responsible Office reviews campus feedback for necessary edits to the draft new OP/amendment; obtains additional feedback from campus stakeholders when provided or requested and final review in the following order by GC, President's Cabinet, and Administrative Council.

**Policy/Amendments Considered for Approval**

By President and, if required, by Chancellor/ Board of Regents, who may request additional feedback before final approval. Once approved, GC posts OP online and campus notified.

\*The President may allow an expedited 5-day campus review process (OP 02.31 §V.A.6) when necessary, e.g., changes in federal/state law, *System Regents' Rule/Regulation*, or a major constitutional risk.

\*\*Policy review affecting faculty is scheduled primarily during the academic year; if summer review is necessary, Faculty Senate may appoint a committee to work with the Provost and a modest stipend is paid to appointees.