



**1.0 Purpose**

The Purpose of this procedure is to outline the steps required to move a policy/procedure/standards/guideline from proposed status through to the approval status.

**2.0 Governing Policy**

Creation of ICT Policies, Procedures, Standards, and Guidelines

**3.0 Procedure**

Sponsoring a document for review by the policy review committee:

- 1) Sponsoring Group for the policy, procedure, standard or guideline will write the document using the appropriate template (<http://ictpolicy.emich.edu/> )
- 2) Sponsoring Group will appoint a representative to provide rationale and justification to the policy review committee.
- 3) Representative will email the document to the policy review team using the following email list:  
Ict-policy@list2.emich.edu
- 4) Policy Review Committee posts the document at ictpolicy.emich.edu under heading of *proposed*.
- 5) Policy Review committee sends Email to the entire ICT staff, notifying them of the date to discuss the proposed document in an open forum. Everyone that wants to be involved with the process **may** attend but the Sponsoring Group Representative **must** attend the meeting.

Policy Review Meeting:

- 6) In attendance must be:
  - a. Majority of Policy Review Committee Members,
  - b. Sponsoring Group Representative,
  - c. Interested ICT Staff and partners.
- 7) Discussion of proposed document will occur in an organized, professional, open forum format.
- 8) Minutes will be taken of the concerns voiced.
- 9) Policy Review Committee will either:
  - a. Approve document,
  - b. Reject document,
  - c. Require modifications to be made to the document with approval pending, or
  - d. Require modifications to be made to the document and the document return to step 4 to allow for additional comments.
- 10) Once approved the document will be moved from the *proposed* to the *pending CIO approval* of the web site.
- 11) Document will be sent to the CIO for final approval. CIO will be given 10 days to respond (approval, discussion, or denial, etc).If the Policy Review committee has not obtained CIO comments in 10 days, they will remind the CIO on the 20<sup>th</sup> and 30<sup>th</sup> day from the initial CIO submission date.
- 12) The Policy Review Committee will then inform the Sponsoring Group Representative of the status of the document.

- a. If the CIO approves the document it will be moved from the *pending CIO approval* to Official ICT policy, procedure, standard or guideline section on the web site and an email will be sent to the entire ICT staff.
- b. All other status from the CIO, the appropriate steps will be identified by the Policy Review Committee and emailed to the Sponsoring Group Representative.

#### 4.0 Responsibility for Implementation

The entire ICT staff and its partners will be held accountable for all policy, procedures, standards and guidelines that are approved through this process.

All ICT directors are responsible for reviewing existing official documentation and proposing new documentations as changes are made within the ICT infrastructure.

The Policy Review Committee can also be the Sponsoring group for any policy that is required to meet federal regulations. The Policy Review Committee may:

- 1) Suspend or omit some or all of these procedures, without notice, in the event of an emergency;
- 2) Vary the procedures with reasonable notice to affected parties.

5.0 Definitions	
<u>Term</u>	<u>Definition</u>
<b>Policy Review Committee</b>	Committee appointed by the CIO to review/recommend for approval all of ICT policy/procedure/standard and guidelines.
<b>Sponsoring Group</b>	Group/Department/Committee/Team that has written the ICT policy/procedures/standards and guideline.
<b>Sponsoring Group Representative</b>	Representative from a Group/Department/Committee/Team that has written the ICT policy/procedures/standards and guideline that will present the document to the Policy Review Committee.
<b>ICT infrastructure</b>	All of the configuration items that are needed to deliver ICT services to customers, including the computing and telecommunications, hardware, software, accommodation, people, documentation and meta-data.
<b>Policy/Procedure/Standard/Guideline</b>	See definition in governing policy
<b>CIO</b>	Chief Information Officer

6.0 Revision History			
<u>Requestor</u>	<u>Description</u>	<u>Submission Date</u>	<u>Approval Date</u>
Dorendorf	Initial Draft		