



University Policies & Procedures Process Flow Chart



Preliminary

Visit www.gram.edu/faculty/policies for the Policy & Procedure template.

Responsible:

Owner



Approval, VP

Obtain approval from the division's vice president.

Responsible:

Owner
VP



Submission

The division's VP or AVP must submit the policy via email to policy@gram.edu.

Responsible:

VP/AVP



Review

The policy will be submitted to the Policy & Procedure Committee for review.

The committee will provide a status update within two weeks in receipt of the policy.

Responsible:

PPC



Committee Approval

Once the policy has been reviewed and approved by the committee, the policy will be submitted to the President's Executive Cabinet for review.

Responsible:

PPC
PEC



Final Approval

The policy must be approved by the University President.

The final approval or disapproval will be communicated to the division's vice president.

Responsible:

President
VP