Utilize this list of responsibilities to guide you through each stage of the policy development process. For further explanation of the information below, contact the Finance and Operations Policy Office at (701) 777-4392.

<table>
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<th>Role</th>
<th>Responsibilities</th>
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| **Department Head, Direct Report, or Designee** | ▪ Obtains approval from the Policy Office and/or Vice President for Finance & Operations to proceed with drafting an Impact Statement.  
▪ Assist in the presentation of the Impact Statement to the President’s Cabinet as requested.  
▪ Serve as a member of the Editorial Committee. |
| **Editorial Committee**                   | ▪ Develop policies and procedures using the Simplified Policy Template.  
▪ Work closely with the Policy Office to ensure consistency. |
| **Policy Advisory Group (PAG)**           | ▪ Review and make recommendations to draft policies.  
▪ Determine how stakeholder comments on drafts of the policy should be incorporated.  
▪ Recommend finalized, full policy draft be forwarded to the President’s Cabinet for endorsement. |
| **President**                             | ▪ Approve finalized, full policy documents for promulgation. |
| **President’s Cabinet**                   | ▪ Apply an institutional perspective to the review and endorsement of Impact Statements and, upon the recommendation of the Policy Office and Policy Advisory Group, of full policy documents for both new and substantially revised policies.  
▪ Recommends proposed policies and revisions for approval of the President. |
| **Finance & Operations Policy Office (PO)** | ▪ Design, implement, and review a document template, process, and system for developing, reviewing, issuing, storing, and revising University policies.  
▪ Generally guide the Vice President for Finance & Operations (VPFO) and Responsible Office through the policy development process.  
▪ Provide the structure, formatting, expression, and other editorial aspects of documents to assure their clarity and coherence.  
▪ Lead the process for reviewing and approving draft policies, involving control of draft documents and engagement of the President’s Cabinet and Policy Advisory Group (PAG).  
▪ Determine how stakeholder comments on drafts of the policy should be incorporated.  
▪ Arrange and chair PAG meetings.  
▪ Consult with the VPFO and Responsible Office to determine when revisions to an existing policy should be presented to the PAG or PC for review and/or approval.  
▪ Issue a University-wide announcement to promulgate a University policy.  
▪ Maintain a repository of all University policies, including control of all official versions. Post current polices in the UND Finance & Operations Policy Library. |
Responsible Office

- Draft the Impact Statement with assistance from the Policy Office.
- Form an Editorial Committee to provide expertise on the subject matter.
- Guided by the approved Impact Statement, provide the content for full policy drafts, assisted by the editorial input of the Policy Office.
- Work with the Policy Office in putting policy drafts through the standard policy review cycle and making the resulting changes to the document.
- At appropriate times in the policy drafting process seek and consider incorporation of stakeholder input.
- Determine how stakeholder comments on drafts of the policy should be incorporated.
- Ensure that the content continues to reflect the policy’s original purpose, by consulting with the PO throughout the drafting process.
- Lead the establishment of any new support systems needed to achieve University compliance with new or substantially revised policies.
- Inform and train the University community on new or revised policies.
- Initiate review of policies whose requirements and/or provisions have been in effect for five years or longer.

Stakeholder

- When invited by Editorial Group, Responsible Office or Policy Office, comment on the draft policy in relation to its likely impact on members of the University community.

Vice President for Finance & Operations

- Accountable for the contents of policy documents and compliance with University policies under his or her jurisdiction.
- Accordingly:
  - Identify the need for and purpose of a policy in relation to a subject that falls under his/her jurisdiction;
  - Designate a Responsible Office to develop and administer the policy;
  - Approve final drafts of Impact Statements and policy documents before they are presented to the President’s Cabinet.