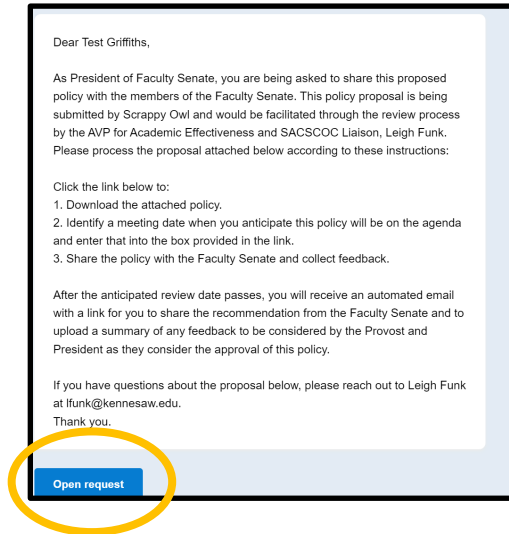


# KSU Policy Review Process

## Instructions for Shared Governance and Administrative Review Body Leaders

### Step 1: Plan the Review of a Policy Proposal

As the leader of a shared governance or administrative review group, you will receive an email containing the proposed policy and asking you to enter an anticipated review date for when you think this policy will be on the agenda for your review group. From that email, click on the “Open Update Form” at the bottom to access the proposed policy and to enter the anticipated review date.



### Step 2: Enter the Anticipated Review Date

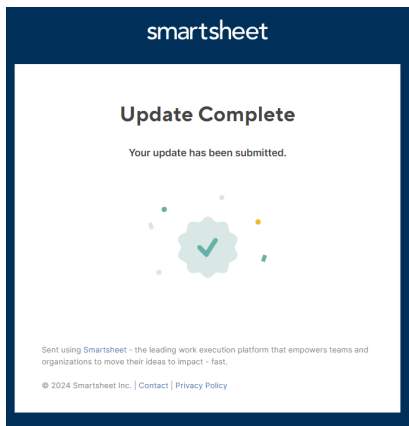
When you click the Open Request button you will be taken to the form where you can download the proposed policy and enter the anticipated review date. You can also indicate that you would like to receive an email of this submission for your records.

You will receive a follow-up email on the date you enter into the Anticipated Decision Date prompting you to enter a recommendation and to upload any feedback.

If you don't see an attachment, click the ▼ next to Attachments to show the file(s). Click the file name to download.

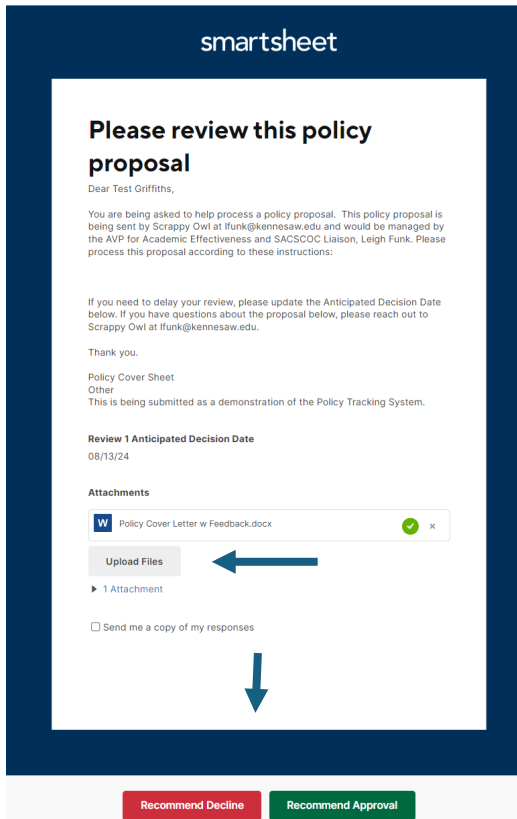
You should complete all actions on this form before clicking Submit Update.

You should receive confirmation of your submission once you click the Submit Update button.



### Step 3: Enter Recommendation and Upload Feedback

On the date you entered as the Anticipated Review Date, you will receive an email with a link prompting you to submit the recommendation from your review group for this policy.



If you need additional time to complete this review or would like to invite additional discussion on this policy, please update the Anticipated Decision Date and click Recommend Decline.

That will alert the policy facilitator and restart the review timeline.

Click upload Files to upload any feedback your review group would like to be shared with the Provost and President as they consider this policy.