**University of Hawaii at Manoa**

**Procedures for Developing, Approving and Communicating Campus-wide Policies**

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**Need for Policy**

- **Responsible Office (RO)**
  - Drafts Policy with Input from Appropriate Campus Groups
  - Obtains Recommendation and Support from Dean/Director

- **Responsible Executive (RE)**
  - Submits Draft to the Responsible Executive (RE) for Review and Recommendation

**RO Responsibilities:**
- Accountable for Accuracy, Interpretation, and Update
- Ensures Consistency with System-wide Policies, Collective Bargaining Agreements, Federal and State Laws and Regulations
- Ensures Review by Appropriate Groups
- Disseminates Information + Promotes Compliance
- Serves as Primary Contact for Questions from Campus Community
- Eliminates Invalid Policies

**RE Responsibilities:**
- Sponsors Proposed Campus-wide Policies for Their Respective Units
- Ensures Compliance and Review by Appropriate Groups
- Communicates and Obtains Feedback from Other REs
- Convenes Policy Advisory Committee (PAC), if Needed
- Recommends, Denies, or Returns for Further Review

**Chancellor:**
- Holds Final Authority for Approval of Campus-wide Policies and Procedures

**Chancellor Reviews and Makes Final Decision**

**Attachment A: Flow Chart**

**i.e.** ASUH, GSO, Compliance (Legal, ORS, HRM, Finance & Accounting, etc.) and Other Campus Departments as Appropriate

**i.e.** Faculty Senate, MET, Deans & Directors, System-wide and External Groups as Appropriate

**OVCAFO Responsibilities:**
- Responsible to Publish New and Revised Policy on Official Campus-wide Policies & Procedures Website and Issue Notice to Campus Community

**Responsible Office (RO) Responsibilities:**
- Serves as Primary Contact to Provide Clarification, Conduct Necessary Training on New Policy, and Keep Policy Current and in Compliance