POLICY DEVELOPMENT FORM   ASSIGNED NUMBER POLICY NUMBER

Title: **enter policy name.**

☐ Board Policy   or ☐ Administrative Procedure

This is a: **Choose a category.**

(Please see the definitions in AP 1.01.02. If this is a non-substantive change, follow the abbreviated process.)

Sponsoring Unit: **Choose a unit.**   (Note: It is this unit's responsibility to ensure that all necessary steps in the workflow below are completed and the requirements of BP 1.01 and AP 1.01.02 are met.)

Contact: enter contact name

Email form and draft Policy to: pcc-boardpolicy@pima.edu

WORKFLOW (TO BE COMPLETED BY SPONSORING UNIT)	
☐ Notification of proposed action sent to Chancellor's Office	[Date]
☐ Administrator of the Sponsoring Unit serving as Lead: Click here to enter text.	
☐ List of committee members if a committee was formed: Click here to enter text.	

PROCESS/SHARED GOVERNANCE
Briefly explain the proposed changes: Click or tap here to enter text.
What was the need for these changes, if not answered above? Click or tap here to enter text.
List of identified stakeholder units and dates of contact, attach agendas/notes and use additional page: Click here to enter text.

Date(s):	Unit:
Who was present:	
Date(s):	Unit:
Who was present:	
Date(s):	Unit:
Who was present:	
Date(s):	Unit:
Who was present:	

Shared with Governance Groups:

   ☐ All College Council – date:

   ☐ Faculty Senate – date:

☐ Staff Council – date:	
For APs and BPs with Working Conditions and Wage Elements: AERC consulted – date(s):	
Changes approved by Lead Administrator of the Sponsoring Unit (signature required)	

WORKFLOW (TO BE COMPLETED BY <u>CHANCELLOR'S OFFICE)</u>	
☐ Legal Review completed	[Date]
☐ Posted on the website for 21 days for comment (for BPs, posting should only occur after 1st reading to the Board). (If this is an expedited process indicate: ☐ Board or ☐ Chancellor approval)	[Date]
Comments received	
☐ Comments received inserted into Comment Received Form.	[Date]
☐ Comments forwarded to Sponsoring Unit.	[Date]
☐ Responses posted on the website.	[Date]
☐ Put a placeholder on the Board agenda for BPs as action items and completed APs as information items.	
☐ Board Policy — 1st Reading to Board — Information Item	[Date]
☐ Board Policy — Final Reading to Board — Action Item	[Date]
☐ Administrative Procedure — Information Item	[Date]