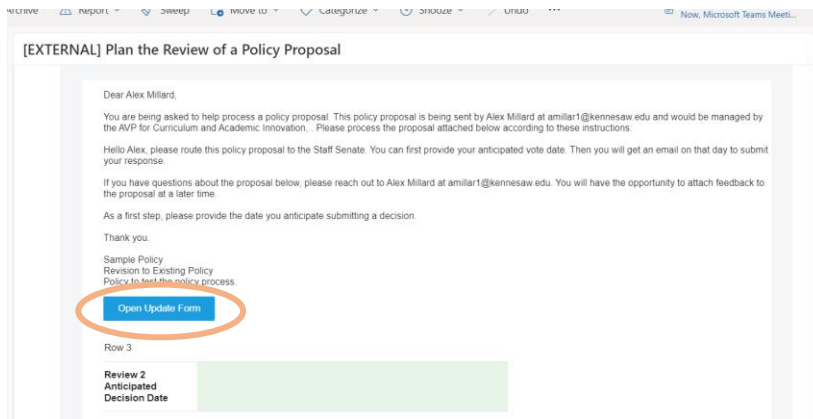


KSU Policy Review Process

Instructions for KSU bodies involved in the review process for new and existing Policies

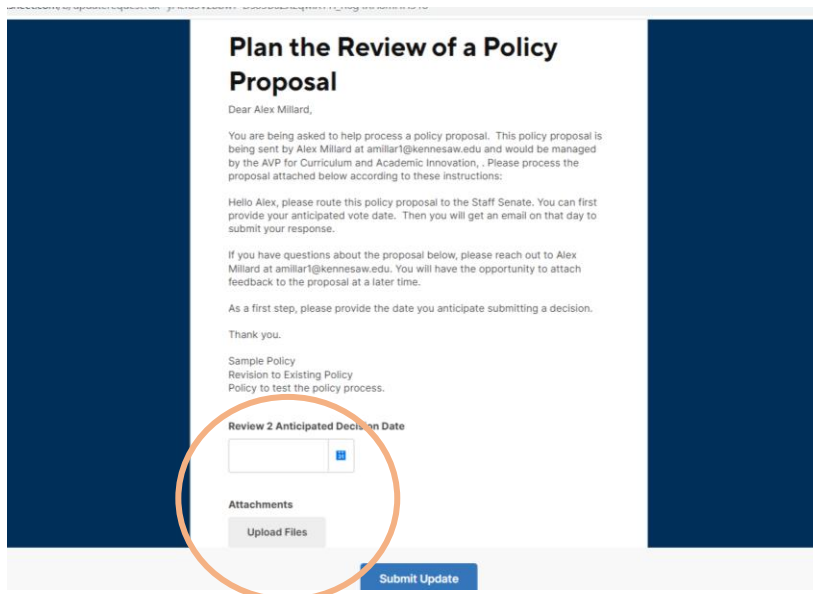
Step 1:

As the reviewer, you will receive an email giving a brief summary of expectations and a link to the form where you will enter more information about your review. Read the entire email carefully. Once you have finished reading the email, please click on the “Open Update Form” at the bottom of the email.



Step 2:

You will now be taken to a form with the same information as the email but with additional options of setting an anticipated decision date and the option to download and upload attachments. Download the attachments and read them.



Step 3:

After reviewing the form and any attachments, please enter your anticipated decision date. Note that you will receive a follow-up email on the day you entered. If you entered a date of 10/31 then you will receive an email the morning of the 31st prompting you to make a recommendation. **Note: you should complete all actions on this form before submitting the update.**

Plan the Review of a Policy Proposal

Dear Alex Millard,

You are being asked to help process a policy proposal. This policy proposal is being sent by Alex Millard at amillar1@kennesaw.edu and would be managed by the AVP for Curriculum and Academic Innovation. Please process the proposal attached below according to these instructions:

Hello Alex, please route this policy proposal to the Staff Senate. You can first provide your anticipated vote date. Then you will get an email on that day to submit your response.

Below, please reach out to Alex Millard at amillar1@kennesaw.edu. You will have the opportunity to attach feedback to the proposal at a later time.

As a first step, please provide the date you anticipate submitting a decision.

Attachments

Upload Files

Submit Update

Step 4:

After entering your anticipated date, you can then upload any additional documents that may be useful for the policy owner to see such as a meeting agenda. After all files have been uploaded and a decision date has been entered, you then have the option to send a copy of your response to yourself via email. We recommend this step before submitting the form. Once you have completed the information, please submit the update.

HELLO ALEX, PLEASE ROUTE THIS POLICY PROPOSAL TO THE STAFF SENATE. YOU CAN FIRST PROVIDE YOUR ANTICIPATED VOTE DATE. THEN YOU WILL GET AN EMAIL ON THAT DAY TO SUBMIT YOUR RESPONSE.

IF YOU HAVE QUESTIONS ABOUT THE PROPOSAL BELOW, PLEASE REACH OUT TO ALEX MILLARD AT AMILLAR1@KENNESAW.EDU. YOU WILL HAVE THE OPPORTUNITY TO ATTACH FEEDBACK TO THE PROPOSAL AT A LATER TIME.

AS A FIRST STEP, PLEASE PROVIDE THE DATE YOU ANTICIPATE SUBMITTING A DECISION.

Thank you.

Sample Policy
Revision to Existing Policy
Policy to test the policy process.

Review 2 Anticipated Decision Date

09/16/2022

Attachments

Test.docx

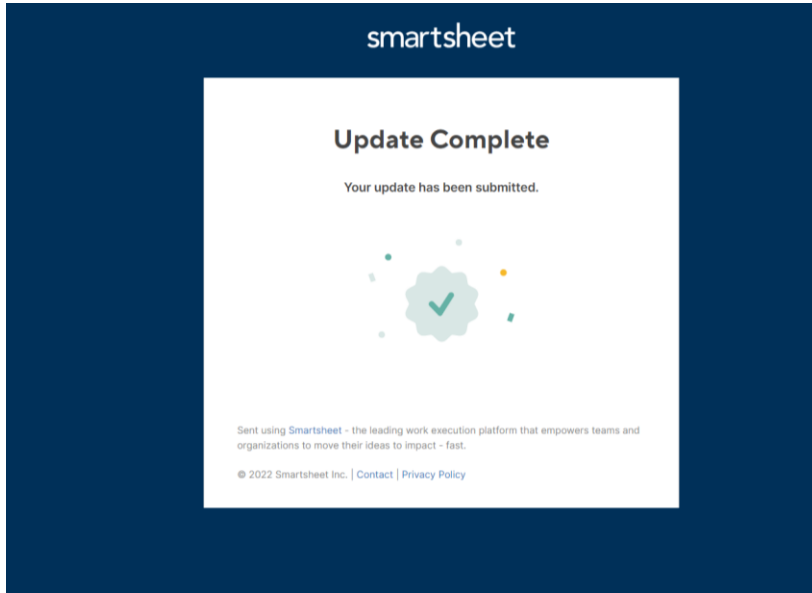
Upload Files

1 Attachment

Submit Update

Step 5:

Your update is now complete, and you will start planning the review of this policy which may include a committee meeting for review.



Step 6:

Upon the anticipate decision date you will receive an email with a link to another form prompting you to submit your recommendation on the policy. Below is a copy of the form, after reviewing your recommended decision you can click on decline or approve. The decision will be automatically sent back to the Policy Owner and you will be finished with the review process.

