Policy Development and Approval Flowchart

Stage 1 – is a new institutional policy needed?

Have you read the Policy on Establishing University Policies and Procedures?

- No
  - You can find it here

- Yes
  - Is this a policy for institutional application?
    - No
      - Internal matter for department; institutional approval not required
    - Yes
      - Does the policy already exist?
        - No
          - Either no need for action or contact the Policy Owner to discuss any updating then progress to Stage 2
        - Yes
          - Establish:
            - timeframe for implementation
            - who needs to be consulted
            - where the authority for approval is
            - ensure you have the up-to-date template, available here

Go to Stage 2
Policy Development and Approval Flowchart

Stage 2 – approval route [Note: All policies must be presented on the current template]

What is the primary focus or need?

OPERATIONAL/RESOURCE

ACADEMIC (EG RELATED TO THE UK QUALITY CODE

VCAG

ACADEMIC BOARD

Should it go to a subgroup (VCAG) or subcommittee (Academic Board)?

- Is there delegated authority to a subgroup (VCAG) or subcommittee (Academic Board)?
- Is there specialist expertise in one of these groups on whose recommendation the ratifying body depends?

Yes

Go to subgroup/subcommittee first then progress to VCAG/Academic Board if required

No

Go to VCAG/Academic Board

Does this need to progress to the Board of Governors?

- Does responsibility fall into the statutory duties of the Board of Governors?
- Does it require the specialist knowledge of one of the Board of Governors committees?

Yes

Contact the University Secretary’s Office

No

Your policy is approved – please forward it to policyreview@bathspa.ac.uk for publication