

## Guidelines to Create a New Policy

### **Consult**

During the consultation phase, speak with those in your department, division or school to inquire about the essential need and benefit of the new policy. Solicit feedback to develop and ensure that a similar policy doesn't already exist in your area or elsewhere at the University. Search the Administrative Policy Library (APL) website, [policylibrary.columbia.edu](http://policylibrary.columbia.edu), to double-check that a new policy is necessary.

An early consultation with the Office of the General Counsel (OGC) is often helpful especially with respect to policies that have a significant legal or compliance component.

### **Develop**

Using the policy writing guidelines document found on the [homepage of the APL](#), please complete the Standard Policy Format ([PDF](#)). Review the policy with relevant stakeholders and conduct the necessary due diligence to research legislation and current practices, examine alternative options, and evaluate the implications of the policy to the University.

### **Review and Approval**

- 1) Receive approval for the new policy from the head of unit, department, division or school.
- 2) Submit the new policy to the OGC (see "[Practice Areas](#)" on the OGC website) for review and feedback.
- 3) After feedback from OGC, submit the policy to [policylibrary@columbia.edu](mailto:policylibrary@columbia.edu) for dissemination to and review by the Administrative Policy Advisory Council (APAC).
- 4) Obtain and incorporate feedback from APAC.
- 5) Obtain approval of final policy from OGC and department/division/school/unit head.
- 6) Email the final policy with approvals (cite the name of "unit" head and OGC reviewer) to [policylibrary@columbia.edu](mailto:policylibrary@columbia.edu) for posting to the APL.

### **Communication**

After completing these necessary steps, your new policy is ready to be published on the Administrative Policy Library website.

Questions? Please contact: [policylibrary@columbia.edu](mailto:policylibrary@columbia.edu).