PRR Review/Approval Process

Definitions:

PRR Reps	Representatives from various divisions appointed by Chancellor to serve on the University Policy Committee (UPC).
PRR Shepherd	Follows PRR through approval process and reviews PRR yearly once posted. Not necessarily subject matter expert.
Policy and Communications Specialist (PCS)	University Policy Committee Chair and point person for PRR matters.

1. PRR creation
   - PRR proposal form is filled out and sent to Policy and Communications Specialist (PCS) via policy@ecu.edu to be shared with the UPC.
   - PRR Shepherd submits PRR draft to PCS for review and copies PRR Rep.
   - PCS checks PRR for formatting, compliance, etc.

2. Legal review
   - PCS forwards to VC for Legal Affairs (with copy to paralegal and PRR Rep) and asks which attorney will be assigned the review of the PRR.
   - The Office of University Council (OUC) responds and assigns the attorney within two days.
   - PCS asks assigned attorney when to expect a draft of their review of the PRR (average is two weeks) and puts the attorney in contact with the PRR Shepherd.
   - Paralegal assists attorney in exchange with PRR Shepherd.
   - PCS emails the PRR Shepherd and attorney (with copy to paralegal) weekly and asks for an update.
   - If there are no major issues, the legal review is completed within two weeks.
   - PCS sends new draft to Executive Council member for that division and other Executive Council members with obvious stakeholder responsibilities for the PRR with copy to PRR Rep, and asks for approval.

3. UPC review
   - PCS posts draft to SharePoint and alerts University Policy Committee (UPC) that they have two weeks to review and provide feedback.
   - Chair of the Faculty reviews and consults with Faculty Officers to determine if PRR needs Faculty Senate Committee review, as prescribed in Part II of the *ECU Faculty Manual*. If so, PCS emails appropriate Vice Chancellor, who responds via email if PRR should post as interim while it awaits Faculty Senate review.
   - Faculty Senate committee provides feedback to the PCS and reports formal advice to the Faculty Senate.

- UPC members record comments in SharePoint, where everyone can see them.
- PCS coordinates with PRR Rep for the unit after the two week UPC review and asks him/her to forward the feedback to the PRR Shepherd.
- PCS asks PRR Rep/PRR Shepherd for another draft from the writer based on UPC feedback.
- If substantive edits have been made, other than those previously included as Faculty Senate advice, PCS sends new draft to Chair of the Faculty, who consults with Faculty Officers to determine if changes necessitate further review by Faculty Senate Committee.
- Note: PRRs will likely have changed at this point without another review by legal. It will be important for PCS and the paralegal to stay abreast of the changes that occur since the legal review. They will inform the VC for Legal Affairs if there are potential legal concerns prior to the PRR going to Executive Council for review.

4. Executive Council review
   - PCS posts the new draft to SharePoint (flagging any legal advice not accepted) and emails Executive Council (at least one week before the meeting that includes the PRR on the agenda, unless an exception is specifically requested) to inform them that it is ready for their review.
   - When a PRR is placed on Executive Council agenda, PCS, PRR Rep for that unit and PRR Shepherd all attend that meeting.
   - PCS brings form for Chancellor to sign during that meeting for PRR approval.
   - If it is policy, Vice Chancellor works with the Assistant Secretary to the Board of Trustees to place on Board of Trustees agenda.
   - PCS/paralegal post to University Policy Manual (UPM) last week of the month per usual protocol.
   - Announcement goes out to campus if posted outside the last week of the month.