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 in an effort to 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 to double-check that a new policy is necessary. An early consultation with Felice B. Rosan, Associate General Counsel, at fbr@gc.columbia.edu or 212-854-0778 in 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 here, please complete the Standard Policy Format (Word) form. 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**
Receive approval for the new policy from the governing body of your department, division or school. Submit the new policy to Felice B. Rosan, Associate General Counsel, at fbr@gc.columbia.edu, in OGC. After receiving feedback from OGC, submit the policy to policylibrary@columbia.edu for dissemination to and review by the Administrative Policy Advisory Council.

**Communication**
After completing these necessary steps, your new policy is ready to be published on the Administrative Policy Library website and will be disseminated as a new policy as part of a bi-annual new policy announcement to the University community.

Questions? Please contact: policylibrary@columbia.edu.

March 2015