SAM Review Process University Policies Component Component System Subject Matter and Procedures Campus Review **Executive Review** Approval (UPP) Experts (SMEs) (20 Working Days) (20 Working Days) SME notifies UPP Prepare SAM of recommended Responsible updates and SAM changes parties review and distribute to <u>OR</u> approve SAMs Component UPP notifies SME University SMEs of Review Date and EVC for A&F and receives redlines from SME Component by deadline Responsible vice university chancellors review contacts, deans, and approve college/division SAMs Prepare SAM administrators, Preliminary draft updates for review Internal Audit, and review takes and distribute A&F leadership place: SMEs then e-mail notification have 20 working have 5 days to to members of days to review prepare the Component document for Campus Review formal review Compile Comments are comments and sent to UPP Revise policy? send to SMEs when review concludes Component presidents, vice Distribute e-mail chancellors, the notification to Y<u>es</u> No **Executive Director** members of for Governmental System Executive Relations, and the Send approved Review Chief Audit Make any SAMs to the Executive have 20 Chancellor for necessary working days to review/approval changes to SAM review and submit to UPP Prepare SAM within 5 working updates for review days Compile comments and Comments are Revise policy? send to SMEs sent to UPP when review concludes Prepare Yes No revised SAM for approval and Make any distribute to approvers necessary changes to SAM and submit to UPP within 5 working Chancellor reviews days and approves revised SAMs Approved SAMs are posted to the web and announced via the listserv, web site, and A&F Week Ahead