MAPP Review Process

Subject Matter Expert (SME)	University Policies & Procedures (UPP)	Campus Review (20 Working Days)	Cabinet Review (20 Working Days)	Approval

SME notifies UPP of recommended MAPP changes **OR** UPP notifies SME of Review Date and receives redlines from SME by deadline

UPP sends MAPPs to EVP of A&F for Preliminary Review/SME incorporates changes

Prepare MAPP updates for Campus Review

Distribute e-mail notification to members of Campus Review

Deans, college/ division administrators, Internal Audit, A&F leadership, University Coordinating Commission (UCC) and other users from UCC have 20 working days to review

Responsible parties review and approve MAPPs

Responsible vice presidents review and approve MAPPs

Update policy?

Compile comments and send to SME when review concludes

Comments are sent to UPP

Vice presidents, the Executive Associate to the President for Community Relations, the President of the Faculty Senate, and the Athletics Director have 20 working days to review

Yes   No

Distribute e-mail notification to members of Cabinet Review

Make any necessary changes to MAPP and submit to UPP within 5 working days

Prepare MAPP updates for Cabinet Review

Comments are sent to UPP (Deadline for UCC comments)

Update policy?

Compile comments and send to SME when review concludes

Yes   No

Make any necessary changes to MAPP and submit to UPP within 5 working days

Prepare revised MAPP for approval and distribute to approvers

Final Copy to UCC for Information Only

President reviews and approves revised MAPPs

Send approved MAPPs to the President for review/approval

Approved MAPPs are posted to the web and announced via the listserv, web site, and newsletter