Policy Approval Process

**STEP 1: New/Review**
- New Policy
- Administrative amendments
- Notification that Policy is due for review
- Email policy@csu.edu.au for typographical errors and amendments to placeholders, division, committee, position names and formatting

**STEP 2: Draft/Amend/Consult**
- Author draft/amend document
- Submit to Policy Administrator for progressing in the CSU Policy Library
- Update and finalise based on feedback
- OPTION 1: Ex-system consultation
- OPTION 2: Bulletin Board – submit for upload
- Review prior to submitting to Policy Administrator

**STEP 3: Finalise/Submit**
- Author to provide Policy Admin with information to complete Cover Memo and Summary
- Prepare Summary and Cover Memo in the CSU Policy Library back-end
- Preview Cover Memo. Check approval authorities against the Delegation and Authorisations Policy, Schedule 1 - Strategy and Policy Delegations.

**STEP 4: Endorse/Approve/Publish**
- Address reasons for rejection and resubmit
- Preview Cover Memo
- Endorsed
- Approved
- Automated rejection email sent to Author
- Submitted to Approval Workflow
- Automated email received to request endorsement
- Endorsed
- Approved
- Notification of publication from Policy Library advising of publication

**Policy Author**
- Need updates?
- Email policy@csu.edu.au

**Policy Administrator**
- No amendments required and info still accurate
- Next review date applied
- Submit to Policy Administrator for progressing in the CSU Policy Library
- No amendments required and info still accurate

**Policy Library**
- Make Required minor changes to documents
- Notification that Policy is due for review

**Endorser**
- Review prior to submitting to Policy Administrator

**Approver**
- Address reasons for rejection and resubmit

**Publisher**
- Publish document