

# Checklist for Creating or Revising a Protocol

Review the [Glossary of Terms](#) located on the [Policy website](#) to determine whether to create a policy, procedure or protocol. To create or revise a protocol, contact your [policy division representative](#) who will provide guidance throughout the process.

1. If creating a new or revising an existing protocol, discuss the rationale with the responsible College Officer. If the College Officer supports the creation of a new or the revision of an existing protocol, the College Officer will inform the College President and identify:

Responsible executive: \_\_\_\_\_

*(The responsible executive is the College Officer or their designee)*

Protocol author: \_\_\_\_\_

*(The protocol author is responsible for completing this checklist)*

College Officer consulted: \_\_\_\_\_

Date: \_\_\_\_\_

2. Prior to writing a new protocol or revising an existing protocol, identify and consult all key stakeholders (e.g., subject matter experts and related policy owners).

Key stakeholders consulted:

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3. If a new protocol or revisions are deemed necessary, the protocol should be submitted on the Protocol Template, located on the [Policy website](#).

NOTE: Revised protocols must utilize track changes to create a redline version.

4. Distribute the new or revised protocol to the key stakeholders to provide feedback and build consensus.
  - Review the language of the protocol to assure it is easily understood with a high probability of clarity by all intended audiences.
5. Submit the new or revised protocol to the Executive Assistant to the President, who will add the new or revised protocol to the President's Staff meeting agenda for review by members of President's Staff and approval by College Officers. The responsible executive will present the protocol to President's Staff and may ask the protocol author to attend.

Date reviewed at President's Staff meeting: \_\_\_\_\_

6. Upon approval by the College Officers, the new or revised protocol will be added to the [Policy website](#) by the President's Office.
7. The responsible executive will communicate the new or revised protocol as appropriate with impacted groups.