

# Governance Document Review Flow Chart

Staff in Provost Office log in documents when received and route them according to the approved process

**Department/  
Department Chair  
(Creation and/or  
Revision)**  
Send to Provost Office for routing once signed at departmental level

**Dean  
(Review/Feedback)**  
Return to Provost Office for routing when signed  
30 days for review

**Governance Committee  
(Review/Feedback)**  
Return to Provost Office for routing when review is complete  
30 days for review

**Provost  
(Review/Feedback)**  
Return to Provost Office for routing when review is complete  
30 days for review

**Department  
(Review and Revision)**  
Return to Provost office for routing when approved by Department  
unlimited time for review and revision

**Governance Committee  
(signature)**  
Return to Provost Office for routing  
30 days to sign

**Provost  
(signature)**  
Return to Provost Office for routing  
30 days to sign

**Chancellor's Office  
for final rejection or approval**

**Rejected**  
Return to Provost's Office with comments and returned to department for revision and to begin process anew

**Approved**  
Return to Provost's office to be recorded, uploaded to approved governance doc website, and returned to department

