



Senior Management Council *Endorsement* and President’s Cabinet *Approval*
Approval of XXXXX Policy Issuance/Revision of XXXXX Policy/Retirement of XXXXX Policy
SMC – MM/DD/YYYY; Cabinet – MM/DD/YYYY

TOPIC: Policy Name (and number if applicable)

NEEDED FROM SENIOR MANAGEMENT COUNCIL: Endorse the policy [issuance, revision, retirement]

NEEDED FROM PRESIDENT’S CABINET: Approve the policy [issuance, revision, retirement]

BACKGROUND:

- Summary of relevant reasons for policy action.
- The policy went out for university-wide feedback on MM/DD/YYYY with final feedback due by MM/DD/YYYY.
- The feedback was reviewed and the policy redrafted in collaboration with individuals from [insert offices and University Compliance and Integrity].
- University Policy Review Committee (UPRC) provided feedback on MM/DD/YYYY.
- The policy was finalized considering UPRC feedback.
- Legal Affairs reviewed and signed off on the policy, as have the [insert titles of responsible executives].
- Final steps in the policy approval process are SMC endorsement and President’s Cabinet approval [BOT if applicable].
- The final policy is attached.

NEXT STEPS:

Publish the policies and associated resources; communicate broadly to the university community and stakeholders via:

- University community: OnCampus announcement date(s)
- Internal stakeholders: [email form responsible office leadership, posters/job aids, email to SHRPs/SFOs, announcements/emails/newsletters from responsible office for unit leadership to disseminate, provide tools re: communication/implementation of changes, etc.]
- External stakeholders: [see list above]

Provide resources, consulting support, and assistance as needed to support implementation/retirement.

FOR MORE INFORMATION:

Responsible Executive Name, Office, Phone, Email

Policy Coordinator Name, Office, Phone, Email

Content Expert Name, Office, Phone, Email

Krystyne Savarese, Policy Director, University Compliance and Integrity, 614-292-8728, savarese.6@osu.edu

Christie Frankart, Assistant Compliance Director, University Compliance and Integrity, 614-292-6585,

frankart.31@osu.edu