



**Proposal to Develop a New University Policy**

Responsible office:	
Responsible executive:	
Primary contact name, e-mail, phone:	
Policy name (and number if applicable):	
Policy applies to:	
Target effective date:	
Date policy proposal submitted:	

- Draft policy statement:**
- Reason for policy and desired result:** *(Include a statement of what we are trying to accomplish or fix; and why we are recommending a new policy.)*
- Individuals and entities affected by the policy; policy stakeholders:** *(Generally, all units, faculty, staff, and students are covered; identify individuals and/or units to whom the policy will apply and who will be affected; how input will be solicited if in addition to the general call for feedback.)*
- Anticipated impact of the policy on the university:** *(Who, what, when, cost, etc.)*
- Writing group members:** *(Add rows as needed, show wide representation of writing group)*

Name	Position	Department	Phone	E-mail

- Designated Legal Affairs attorney for legal counsel during policy development:** (name, email, phone)
- Policy interactions:** *(List all current university policies and any federal, state, or local laws and regulations that relate to, govern, or require the policy.)*
- Risk interactions:** *(List any university risks that are mitigated, affected, or created by the policy; university risks are available from OUCI.)*
- Timeline and communication/implementation plan:**

Dates	Policy Process/Communication Step	Who's Responsible/Involved