



## Memorandum - University Policies

TO: President's Cabinet  
 Council of Deans  
 Vice Provosts  
 Senior Fiscal Officers  
 Senior Management Council  
 Department Chairs  
 Senior Human Resource Professionals  
 Names of: Secretary of the Senate Faculty Council Chair, Senate Steering Chair, Faculty Council Chair-Elect, University Senate  
 Name of officers, University Staff Advisory Committee  
 Additional stakeholder groups or individuals

FROM: Krystyne Savarese, Policy and Training Director, Office of University Compliance and Integrity  
 Alexandra Schimmer, Associate Vice President and Deputy General Counsel, Office of Legal Affairs

DATE: Month, day, year

SUBJECT: University Policy Process Request for Feedback on a Responsible Office policy revision/issuance:  
**Policy Name** (target effective date)

In accordance with the University Policy Process, we are soliciting your feedback on the **Policy Name**, which has a target effective date of **Month, Day, Year**. Your feedback is valued and will be considered as the policy is finalized. We need to receive your feedback by **day, month, date, year**.

The proposed **revision/policy** and a list of the substantive **proposed changes/content** are attached and are available on the University Policy Website at: [policies.osu.edu](http://policies.osu.edu). The current policy is available at: **current link**.

Individuals from these offices and groups were involved in **revising/developing** the policy:

<b>List of offices, groups</b>	
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Provide any **feedback** you have by **day, month, date, year** to [policies@osu.edu](mailto:policies@osu.edu).

If you have any questions about the **content** of the policy, please contact:

**Policy expert name, department, phone, email**  
**Policy expert name, department, phone, email**

If you have questions about the University Policy **Process**, contact:

Krystyne Savarese, University Compliance and Integrity, 614-292-8728, [savarese.6@osu.edu](mailto:savarese.6@osu.edu)  
Christie Frankart, University Compliance and Integrity, 614-292-6585, [frankart.31@osu.edu](mailto:frankart.31@osu.edu)  
Alexandra Schimmer, Legal Affairs, 614-292-0582, [schimmer.1@osu.edu](mailto:schimmer.1@osu.edu)

### Copies:

**Responsible Executive, Responsible Office**  
**Policy Coordinator, Responsible Office**  
Gates Garrity-Rokous, University Compliance and Integrity  
Chris Glaros, University Compliance and Integrity  
**Policy writing group (Names in alphabetical order, except with chair listed first and noted)**  
Responsible Office Policy Coordinators  
University Policy Review Committee