



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: Kim Potter, 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. The current policy is available at: **current link**.

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

List of offices, groups	
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Provide any **feedback** you have by **day, month, date, year** to 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:

Kim Potter, University Compliance and Integrity, 614-292-8728, potter.146@osu.edu
 Krystal Reeb, University Compliance and Integrity, 614-292-9765, reeb.47@osu.edu
 Alexandra Schimmer, Legal Affairs, 614-292-0582, 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