



University Policy Process New Policy Issuance Approval Signatures

Name (and #) of Policy: [insert name of policy]
Person(s) Submitting Policy: [insert name(s), contact info]
Responsible Office: [insert office]

Summary of major policy points:
[insert bulleted list of key points]

Groups, offices, and positions/individuals consulted during policy review:
[insert those involved]

Responsible Office Policy Coordinator Review:

Signature	Title	Date
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Legal Affairs Review:

Signature	Title	Date
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Approval of Responsible Executive:

Signature	(Vice President, Vice Provost, Provost)	Date
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Approval of Responsible Executive:

Signature	(Senior Vice President/Provost)	Date
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Endorsement of Senior Management Council (attach meeting agenda, cover sheet, or other document):

Signature	Title	Date
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Approval of President's Cabinet (attach meeting agenda, cover sheet, or other document):

Signature	Title	Date
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Policy Director Review:

Signature	Date
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When required and applicable, approval of Board of Trustees (if applicable, note resolution number, approval date, and attach certified resolution from BOT office):

Resolution Number	Date
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