



University Policy Endorsement and Approval Memorandum

Responsible office:	[office—e.g., Office of Human Resources, Business & Finance]
Responsible executive(s):	[executive name(s), title(s)—normally leaders who sit on SMC and Cabinet]
Policy owner/content expert(s):	[name(s), title(s)]
Target effective date:	[go live date for policy]
SMC and Cabinet meeting dates:	SMC: [mtg date] Cabinet: [mtg dates]

Needed from Senior Management Council: Endorsement of the policy [issuance/revision].

Needed from President’s Cabinet: Approval of the policy [issuance/revision].

Reasons for Policy Action:

- Summary of relevant reasons for policy action, whether an issuance or revision. Highlight key policy provisions/policy changes.
- The proposed policy is attached.

Background / Steps Completed:

- Multiple stakeholders from [insert offices/units/groups] and the Office of University Compliance and Integrity were consulted during the policy drafting process.
- The policy went out for university-wide public comment on MM/DD/YYYY. The University Policy Review Committee also provided feedback. All feedback was reviewed, and the policy was redrafted considering the feedback.
- Legal Affairs has reviewed and signed off on the policy, as have the [insert titles of responsible executives].

Next Steps:

- SMC endorsement and Cabinet approval of policy. A signature sheet is provided.
- Pending approval, publish the policy and associated resources; communicate broadly to the university community and stakeholders via:
 - Entire university community: *OnCampus Today* and *OSU HealthBeat* announcements [other means?]
 - Targeted stakeholders: [email from responsible office leadership to..., other announcements/newsletters/social media/website updates, committee presentations, etc.; any communications needed to external stakeholders?]
- Provide resources, consulting support, and assistance as needed to support implementation.

Contact Information:

[Responsible Executive(s)] Name, Title, Office, Phone, Email

[Policy Coordinator] Name, Title, Office, Phone, Email

[Content Expert] Name, Title, Office, Phone, Email

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