



University Policy [Issuance/Revision] Proposal

Table with 2 columns: Field Name and Field Value. Fields include Responsible office, Responsible executive(s), Policy owner/content expert(s), Target effective date, and Date policy proposal submitted to SMC.

Needed from Senior Management Council: (1) Authorization to move the [policy name] [issuance/revision] through the university policy process and (2) review of the recommended university-wide feedback period length (see #11 below).

- 1. Policy statement: (In 1-3 sentences, answer the general question, what is this policy about? Include the university value(s) underlying the policy.)
2. Reason for policy/policy revision: (Briefly explain why the unit is recommending a new or revised policy; describe what the unit is trying to accomplish or fix. Reference any applicable resolution agreement, audit findings, etc. Include a discussion of the risks involved—financial, reputational, regulatory/legal, litigation/investigation, conflicting practices or procedures across campus.)
3. Policy will apply to: (Identify individuals and/or units to whom the policy will apply, e.g., faculty, staff, students, external constituents (contractors, vendors, affiliated entities, volunteers, etc.))
4. Anticipated scope and impact of policy/policy revisions: (Discuss the scope of the policy/policy revisions and identify what resources (human, financial, physical, operational, technological, other) will be needed to implement and monitor/maintain compliance with the policy. The following format is merely one way to organize such information.)

Scope: (What requirements will it establish? What units, areas, or operations will be most affected?)

Staffing: (Who will be responsible for implementing/monitoring/enforcing this policy on an ongoing basis? Will unique staffing be required?)

Systems/Processes: (What processes or systems will be required to implement and monitor/ensure compliance with the policy on an ongoing basis? Will new systems or processes be required?)

Training: (Who will need to be trained? Is training available or will it need to be developed/obtained?)

Cost: (Include one-time and ongoing costs that the policy will require. Consider staffing and other resources.)

- 5. Stakeholders who will be consulted while developing this policy: (List the university units/groups/individuals/committees most affected by the policy that you will consult when formulating the policy. Note that University Senate consultation is covered below.)
6. University Senate consultation: [Insert policy owning office] consulted with Senate faculty leaders (Secretary, Faculty Council Chair, Steering Committee Chair, Faculty Council Chair-Elect) on [date] regarding appropriate Senate participation in policy development. Based on this collaboration, the following Senate participation is planned: (e.g., consultation with [committee] during drafting phase, Senate representation on policy writing group or advisory



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group, no additional Senate engagement necessary beyond standard university-wide feedback period and UPRC review, etc.)

- 7. **Designated Legal Affairs attorney:** (OUCI Policy Team can help identify if needed)
- 8. **Writing group:** (Recommend no more than six members for the team crafting policy language. Ideally, the designated Legal Affairs attorney is included in the writing group.)

Name	Position	Department/Unit
		Office of Legal Affairs

- 9. **Advisory group:** (If policy scope requires an advisory group distinct from the writing group, include the names, titles, and unit representation of membership. Can be as large as necessary.)

Name	Position	Department/Unit

- 10. **Policy and law interactions:** (List all current university policies, rules, and any federal, state, or local laws and regulations that relate to, govern, or require the policy.)
- 11. **Recommended length of university-wide feedback period:** (Should this policy be posted for university-wide feedback for the standard two weeks, or are four weeks recommended?)
- 12. **Communications (in addition to onCampus Today and OSU HealthBeat announcements) and training activities that will be conducted to build awareness and enable implementation:**

Word version available - contact policies@osu.edu