THE OHIO STATE UNIVERSITY

University Policy [Issuance/Revision] Proposal

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]
Date policy proposal submitted to SMC:	[Month, day, year]

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

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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 *On Campus* and *OSU HealthBeat* announcements) and training activities that will be conducted to build awareness and enable implementation:**