



University Policy Endorsement and Approval Memorandum

Table with 2 columns: Field Name and Value. Fields include Responsible office, Responsible executive(s), Policy owner/content expert(s), Target effective date, and SMC and Cabinet meeting 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 was posted for university-wide feedback from MM/DD/YYYY through 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: On Campus and OSU HealthBeat announcements [other means?]
Targeted stakeholders: [e.g., 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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