**Policy Proposal Form** 



**POLICY TITLE:** 

YOUR NAME / OFFICE: \_\_\_\_\_

YOUR AU CONTACT INFORMATION: \_\_\_\_\_

IS THIS A PROPOSAL FOR A NEW POLICY OR AMENDMENT OF AN EXISTING POLICY? (You may check both if applicable.)

□ NEW POLICY. DESCRIBE THE GENERAL SUBJECT OF THE POLICY:

□ AMENDMENT. IDENTIFY WHICH EXISTING POLICY / POLICIES YOU PROPOSE FOR AMENDMENT:

1. Describe the content of the proposed policy or amendment, focusing on, if applicable, (i) the scope and purpose of the policy or amendment; (ii) a description of the offices/ groups to be governed by the policy (*e.g.*, all employees, all students, campus visitors, etc.); (iii) a brief statement of the basic rules or governing principles reflected in the policy; (iv) general description of relevant procedures that would be included in the policy or amendment; (v) legal or other external authorities that require or govern the policy; (vi) deadlines or other timing considerations that apply. (If additional space is needed, text overflows to page 4 automatically.)

2. Describe the existing needs or challenges that the proposal would address or solve.

3. What University units would administer or implement the policy?

4. What University colleges, departments, offices, and/or other units should be consulted regarding this proposal? Describe efforts to date to discuss this proposal with those stakeholders.

5. Describe additional information that you believe is necessary to advance this proposal, if any.

#1 CONTINUED: Describe the content of the proposed policy or amendment....