

### Policy Submission Checklist

Use this checklist to verify that you have completed necessary steps to update your policy before submitting to your Unit Policy Coordinator.

*For a new policy:*

- I have completed the new Policy Development Plan and submitted it to my Unit Policy Coordinator and Administrative Policy Office.
- I have received confirmation that the policy is recommended for development.
- I have used the file provided by my Unit Policy Coordinator to create the PPM.
- I have reviewed the policy for compliance with other relevant policies and regulations.
- I have reviewed the accuracy of position titles and departments named in this policy.
- I have reviewed the accuracy of contact information (phone numbers, email addresses, URLs) included in this policy.
- I have added any hyperlinks needed in the policy.
- I have reviewed the list of references and related policies to ensure the policy numbers/names are accurate, the policies still exist, and the listed policies are still relevant.
- I have consulted with departments who contribute to or play a role in the procedures described and I have included a list of the individuals consulted by name, title, and department.
- My unit has considered the impact this change would have on resources (e.g., costs to departments, increases in workload, etc.).
- My unit has considered how compliance will be monitored.

*For policy updates:*

- I have used the file provided by my Unit Policy Coordinator and tracked the changes.
- I have reviewed the policy for compliance with other relevant policies and regulations.
- I have reviewed the accuracy of position titles and departments named in this policy.
- I have reviewed the accuracy of contact information (phone numbers, email addresses, URLs) included in this policy.
- I have added any hyperlinks needed in the policy.
- I have reviewed the list of references and related policies to ensure the policy numbers/names are accurate, the policies still exist, and the listed policies are still relevant.
- I have consulted with departments who contribute to or play a role in the procedures described and included a list of the individuals consulted by name, title, and department.
- I have provided a summary of the changes and reasons for the proposed changes.
- My unit has considered the impact this change would have on resources (e.g., costs to departments, increases in workload, etc.).
- My unit has considered how compliance will be monitored.