

**New Policy Development Plan**

The purpose of this plan is to alert your Unit Policy Coordinator and the Administrative Policy Office to policy development occurring on campus and establish an official number for the policy.

Complete this plan and submit it to Unit Policy Coordinator *before* you start policy development. Your Unit Policy Coordinator will submit the form to the Administrative Policy Office if policy development is recommended by the Vice Chancellor/Vice Provost/Dean. Attach additional information as necessary. The Administrative Policy Office will respond with any questions regarding the plan and the number assigned for to the policy.

**Policy Developer Information**

Policy originator/contact name \_\_\_\_\_

Email \_\_\_\_\_ Department \_\_\_\_\_

*This position will be responsible for maintaining the accuracy of the policy, including reviewing the policy at least once every four years.*

**Proposed Policy Section Information**

Proposed policy title \_\_\_\_\_

Chapter for inclusion \_\_\_\_\_

Provide a summary of what this policy section will cover:

Provide the reason for creating this policy:

Describe how this policy has campuswide impact:

With whom will you consult during development of this policy?

Will this policy include any exhibits?

List the existing policies with which this section is related or overlaps:

List the primary stakeholder departments to be included in formal review:

Provide (or attach) a proposed development schedule for this policy:

Vice Chancellor's/Vice Provost's/Dean's Office:	
Reviewed by: _____	Date: _____
Recommended for development:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Admin Policy Office: Number assigned	Date
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