

Saint Francis University

New Policy Proposal Form

Submission date:

Name of person submitting proposal:

Department:

University Policy Officer (*VP for Department submitting proposal*):

Responsible Office (*Division*):

Title of New Policy being Proposed:

Background/Reason for Proposed Policy

Explain any relevant background to and reasons for the proposed policy. Indicate whether the policy is a new policy or a revision to an existing policy. If this is a revision for an **existing** policy, please include the name of the policy. If relevant, discuss how the proposed policy relates to existing policies. Identify any legal or regulatory requirements that the proposed policy aims to address.

Overview of Proposed Policy

Summarize the principles of the proposed policy and briefly outline the procedures to be used to implement it.

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Stakeholders

List the stakeholders who are most knowledgeable about the subject matter of the proposed policy and/or would be most affected by the proposed policy. For example, you should consult with the Office of the Provost in connection with any proposed policy that directly affects the faculty, and with the University General Counsel in connection with any proposed policy with legal or regulatory implications.

Costs/Resource Requirements

To the extent feasible, identify anticipated cost or resource requirements of the proposed policy, including any human, financial, operational, technological, or other resources that will be needed to carry out the policy.

Next Steps:

After completing the proposal form, please forward the form to your designated policy officer (VP) for review and approval.

Once approved by the Policy Officer, it will be presented before the necessary required committees/stakeholders for review.

If approved, the policy will be added to the electronic policy database. If needed, a campus wide review can be conducted through the policy database for the campus community. The review will allow comments to be submitted regarding the policy before it is approved and implemented.

Please contact the Finance & Administration Division with any questions or concerns related to this process.

A step by step guide reflecting the policy submittal and approval process is on the next page for your review.

PROPOSING AND APPROVING A POLICY

