



WAYNE STATE UNIVERSITY

Confidential

Policy Information

Submission Date:

Policy Owner:

Required for proposal of new and revised policies.

Develop a New Policy

Change an Existing Policy

I. Background

Outline the conditions, events or requirements that have resulted in the need for the new or revised policy.
(i.e. Why is the new or revised policy necessary?)

(The following points are guides to assist your drafting)

II. Policy Statement

For **new** policies, state the policy here. This should include the requirement(s) of the university community that this policy establishes; what is permitted and what is prohibited. Attach additional document, if necessary. For **existing** policies, include a copy of the proposed policy **with changes tracked**. Please add comments for any proposed deletions.

III. Reason for Policy

State what legal, regulatory, financial, operational, accreditation, technological, and/or social requirements this policy addresses. State clearly the situation and/or problem this policy is attempting to address.

IV. Term(s)/Definition(s)

Include any specialized term(s)/definition(s) for this policy.

V. Procedures

For new policies, outline procedures this proposed policy requires of the university community that will deliver the preferred or desired final results. For existing policies, outline procedures in proposed revised policy.

VI. Scope

Indicate the policy scope (i.e. state to whom the policy applies). Consult with: **1)** Office of the Vice President/Finance and Business Operations (for Administrative and Non-Rep personnel manual policies), **2)** Secretary/Office of the President (for University Policies) or **3)** Office of the Provost (for academic policies) to determine application.

VII. Effective Date

State what date the new policy should become effective.

VIII. Stakeholders Who Will Be Consulted in Developing This Policy*

List the stakeholder university communities most affected by this policy that you will consult in formulating this policy. **Consider the list of examples below:*

Recommended Stakeholders

Responsible offices bringing forward new or revised policies are required to consult with policy co-owners and stakeholders who are most knowledgeable or who will be most affected by the policy and/or procedures being established or revised.

Please list the constituents and groups whose input you will seek in developing/revising the policy. Depending on the subject matter of your policy, it may be necessary to consult with the following members of the university community:

Constituents and Groups	Date(s) Consulted, if Applicable
Office of General Counsel (OGC)	
Office of Research and Compliance (for research policies)	
Academic Senate (for educational policy)	
Administrative Conference (for administrative policies)	
Business Affairs Officer Group (for administrative policies and procedures)	
IT Steering Committee (ITSC) (for IT related policies)	
Subject matter experts	

Other Information

Consider any system(s) implications related to this policy, either within your area of jurisdiction or beyond. Consult with the Computing and Information Technology Department, as needed.

State any communications and/or trainings that will be conducted to ensure effective implementation.