**NORTHEASTERN UNIVERSITY**

**POLICY OVERSIGHT COMMITTEE**

**PROPOSAL, COMMUNICATION AND IMPLEMENTATION FORM**

***Instructions***

Use this form to propose a new university policy, revision of an existing policy or the retirement of an existing policy. All polices must follow Northeastern [Policy on the Development, Approval and Management of University Policies](https://policies.northeastern.edu/policy102/) and the Policy Development Guidelines.

**You must obtain approval** from the Senior Vice President or authorized designee who is ultimately responsible for this policy **before you submit the form**.

To submit this form, or if you have any questions about policies the process, or for assistance with implementation please email policies@northeastern.edu.

**Part 1. Policy Information**

Policy Name:

Responsible Department/Unit: SLT Sponsor:

Has the SLT Sponsor been notified? Y[ ]  N[ ]

This Policy Proposal is for: New[ ]  Revision[ ]  Retirement [ ]

Target date to implement policy:

**Part II. Purpose, Drafting, and Approval**

1. What is the rationale, purpose, or scope of the proposed policy or change? (Please be specific)
2. Is there a legal reason or requirement for proposed changes? (Please explain)
3. What is the anticipated impact of this policy change in terms of the following:
4. Budget?
5. Reception by faculty, staff or students?
6. Changing established processes or working patterns?
7. Other impacts?

1. Who has been involved in drafting this Policy:
2. Who has reviewed this policy? Are there other individuals or departments that need to review this before it is finalized?

**Part III. Implementation and Communication**

All policies need an implementation and communication plan. The extent of the plan depends on the impact of the policy change. University Compliance Services will do the following, for all approved policies:

1. Post to the [Policy website](https://policies.northeastern.edu/)
2. Post on the [Policy History Report](https://northeastern.sharepoint.com/sites/UniversityPolicies/SitePages/University-Policies-Change-Log.aspx)
3. Announce the changes at Operations Council

**For most policies additional communications steps will be warranted.**

1. How will you communicate about this new/revised policy?

|  |  |  |
| --- | --- | --- |
|  | **Type of Communication** | **Description of Communication** |
| [ ]  | Email |  |
|[ ]  Website Update |  |
|[ ]  Presentation or Brown Bag Discussion |  |
|[ ]  Training |  |
|[ ]  Newsletter or Handout |  |
|[ ]  FAQ |  |
|  | Deans Council or other standing committee |  |
|[ ]  Other |  |

1. What is the key message about this policy or policy revision that needs to be communicated?
2. Who is the contact person for coordinating communications and implementation?
3. Will there be additional procedures or guidance documents? If so, are they ready and how/where will they be communicated?
4. Please use this space to provide the Policy Oversight Committee with any additional information or comments: