University of Oregon

**Policy Statement Concept Form**

As part of the University of Oregon Policy Statement development process, any party(ies) interested in developing a new policy must complete this form before proceeding to policy development. This form must be submitted to the relevant UO Vice President or Senior Vice Provost for review and approval. Once the policy concept is approved by the Vice President or Senior Vice Provost, it must be submitted to the Office of the Senior Vice President and Provost for final approval. If the policy concept is approved, the Policy Library Program Manager will inform the responsible person that they may proceed with policy development.

***It is important that policy development does not proceed until the information submitted on this form is approved.***

|  |  |
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| **Concept Submitted by:** | |
| Name: |  |
| Phone: |  |
| Email: |  |
| Organization: |  |
| Date: |  |

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| **Proposed Policy title:** |
|  |
| **Describe the purpose for the new policy why it is needed:**   * What efforts are being made to research and identify existing policies that are similar or related to this proposed policy; summarize findings. * Does the proposed policy: Comply with federal and state laws, rules and regulations; Impact existing policies, procedures, or forms; Impact union contracts? * Will there be a financial impact? |
| **Purpose**: |
|  |
| **Who will the policy affect?**   * What units and stakeholder groups will this policy will affect. * What will be the impact of the policy (positive and negative) on those affected? * Who will be consulted? |
| **Those affected are**: |
|  |
| **What methods will be used to gather input and provide an opportunity for notice and comment?**  (Examples: website, interviews, focus groups, public announcement and request for comment, public forums) |
| **Methods**: |
|  |
| **Additional Comments:** |

**Approvals:**

This proposal has been reviewed by:

|  |  |  |
| --- | --- | --- |
|  |  | Date: |
| Vice President or Sr. Vice Provost of: |  |  |

**The Office of the Senior Vice President and Provost**

This policy proposal is:

Approved  Denied  Needs Revision (See below)

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Senior Vice President and Provost |  | Date |

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| --- |
| Revisions Needed/Comments: |
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| **Senate Executive Coordinator informed date of:** |  |