

POLICY CONCEPTS: INSTRUCTIONS AND GUIDELINES

All policy proposals – including new policy concepts, proposed revisions, or suggested repeals – must be submitted via the form on page 2 to the Office of the University Secretary with appropriate supporting information and documents. Completed submissions are forwarded to the University Senate (academic policies) or the President’s Policy Advisory Council (PAC), which ensures proper routing through the policy-making process. (See UO Policy I.03.01 for more information.)

Please keep the following definition of a university policy in mind as you develop your concept:

A University Policy (“Policy”) is a policy that (1) has broad application or impact throughout the University community, (2) must be implemented to ensure compliance with state or federal law, (3) is necessary to enhance the University’s mission, to ensure institutional consistency and operational efficiency, or to mitigate institutional risks; or (4) is otherwise designated by the Board [of Trustees] or the President [of the University] as a University Policy.

A policy establishes rights, requirements or responsibilities. Excluded from this definition are things such as, but not limited to, implementation guides, operating guidelines, internal procedures, and similar management controls and tools.

To help facilitate as smooth a process as possible, please consider the following:

1. Consult as many stakeholders as possible *prior to submitting* your concept. A primary role for the PAC is to ensure that appropriate offices, departments or groups are consulted.
2. Run your concept by the Office of General Counsel (OGC) *prior to submission*. OGC review is a required step in policy-making.
3. Please use the proper template – email uopolicy@uoregon.edu to obtain either (a) the new policy template (new proposals) or (b) the Word version of the existing policy in its proper template (for redlines/revisions).
4. A “redlined” version of your concept in Word is required for proposed revisions. This must be done using the appropriate Word version (see #3, above).
5. Include any appropriate related resources that will be useful to those reviewing the concept. Links are preferred, but supplemental documents are of course acceptable for items not online. Examples of such items include any associated procedures or unit level policies (even if in draft form), or other policies or procedures related to, overridden by, necessary as a result of, or otherwise affiliated with your concept;
6. Please submit all documents as individual files.
7. Someone from the responsible office or proposing unit will need to attend a PAC meeting to explain the concept and answer any questions.

Please email uopolicy@uoregon.edu if you have any questions. Thank you!

POLICY CONCEPT FORM

Name and UO Title/Affiliation:	Anna Shamble, Chief of Staff, Office of the VP for Research & Innovation
Policy Title & # (if applicable):	Human Remains Policy
Submitted on Behalf Of:	Office of the Vice President for Research & Innovation
Responsible Executive Officer:	Anshuman Razdan, Vice President for Research & Innovation

SELECT ONE: **New Policy** **Revision** **Repeal**

Click the box to select

HAS THE OFFICE OF GENERAL COUNSEL REVIEWED THIS CONCEPT: **Yes** **No**

If yes, which attorney(s): Carson Campbell

GENERAL SUBJECT MATTER

Include the policy name and number of any existing policies associated with this concept.

This proposed policy was created with the intent of guiding the institution's procedures and practices regarding the custody and repatriation of human remains.

RELATED STATUTES, REGULATIONS, POLICIES, ETC.

List known statutes, regulations, policies (including unit level policies), or similar related to or impacted by the concept. Include hyperlinks where possible, excerpts when practical (e.g. a short statute), or attachments if necessary. Examples: statute that negates the need for or requires updates to an existing policy; unit level policy(ies) proposed for University-wide enactment; or existing policies used in a new, merged and updated policy.

Native American Graves Protection and Repatriation Act

(<https://www.nps.gov/subjects/nagpra/index.htm>)

American Association of Biological Anthropologists (AABA) Code of Ethics,

American Journal of Biological Anthropology (<https://bioanth.org/>)

and the University of Oregon's public records request process (<https://publicrecords.uoregon.edu/>)

STATEMENT OF NEED

What does this concept accomplish and why is it necessary?

The University of Oregon is committed to fostering respectful and ethical practices regarding human remains within its academic and research activities, and in conformance with federal and state laws, international conventions and treaties. Recognizing the importance of repatriation of human remains, this policy emphasizes the responsible custody and, as appropriate and possible, the return of human remains to their respective communities. This policy aims to honor the spiritual, cultural, and ancestral rights of all peoples, ensuring their voices and perspectives are respected and integrated into the custody and repatriation of human remains.

AFFECTED PARTIES

Who is impacted by this change, and how?

The proposed policy has outlines expectations for the treatment of any human remains that are in physical custody of the University of Oregon and/or for which the University of Oregon is responsible, including but not limited to those covered by NAGPRA. It may impact faculty, staff, and collections (and by extension the students) involved in the study of human remains, as well as personnel and visitors involved with on-campus museums. Potentially affected units include but are not limited to the Museum of Natural and Cultural History, the Department of Anthropology, and the Department of Human Physiology.

CONSULTED STAKEHOLDERS

Which offices/departments have reviewed your concept and are they confirmed as supportive? (Please do not provide a list of every individual consulted. Remain focused on stakeholders (e.g. ASUO, Office of the Provost, Registrar, Title IX Coordinator, etc.).)

Name	Office	Date
Jason Younker	Assoc VP & Advisor to the President	2/23/24
Jason Younker	Representing Native American Advisory Council	7/1/24
Allison Blade	Office of the Provost	9/23/24
Frances White	Department of Anthropology	2/23/24
Stephen Frost	Department of Anthropology	2/23/24
Jon Runyeon	Department of Human Physiology	2/23/24
Todd Braje	Museum of Natural and Cultural History	2/23/24
Carson Campbell	Office of the General Counsel	2/23/24 & 9/30/24
Anshuman Razdan	Vice President for Research and Innovation	2/23/24
Torben Rick	(External) Smithsonian National Museum of Natural History	2/23/24
William Farquhar	(External) University of Delaware	2/23/24
