

## **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](mailto: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](mailto:uopolicy@uoregon.edu) if you have any questions. Thank you!**

# POLICY CONCEPT FORM

|  |   |
|--|---|
| <b>Name and UO Title/Affiliation:</b>        | Julia Cohalan, Asst VP & Chief of Staff to the VPGC |
| <b>Policy Title &amp; # (if applicable):</b> | Immigration Enforcement Notification                |
| <b>Submitted on Behalf Of:</b>               | Office of the General Counsel                       |
| <b>Responsible Executive Officer:</b>        | Kevin S. Reed, Vice President and General Counsel   |

**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):** Kevin Reed

## GENERAL SUBJECT MATTER

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

Immigration Enforcement Notification. Replaces the Temporary Policy available here:  
<https://policies.uoregon.edu/temporary-policy-immigration-enforcement-notification>

## 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.*

HB 4079 (2026):

<https://apps.oregonlegislature.gov/liz/2026R1/Downloads/MeasureDocument/HB4079/Enrolled>

## STATEMENT OF NEED

*What does this concept accomplish and why is it necessary?*

In compliance with state law, this policy establishes a framework for providing notice when a federal immigration authority is confirmed to have entered the university's campus for immigration enforcement.

## AFFECTED PARTIES

*Who is impacted by this change, and how?*

All members of the UO community, including students, faculty, staff on university-owned or master-leased property.

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## 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.).)*

| <b>Name</b>   | <b>Office</b> | <b>Date</b>         |
|---|---------------|---------------------|
| Office of the General Counsel   | OGC           | 4/17/26-<br>5/14/26 |
| UOPD Command Staff  | UOPD          | 3/13/26-<br>5/14/26 |
| SRS Leadership Team   | SRS           | 3/23/26-<br>5/1/26  |
| SRS Duty Administrators (24/7 on-call staff for SRS)  | SRS           | 3/19/26-<br>5/5/26  |
| Incident Management Team (IMT) - Command and General Staff and Branch Directors                                 | SRS           | 5/11/26             |
| IMT Agency Administrators   | SRS           | 3/13/26-<br>5/1/26  |
| Vice President for Student Life Leadership Team   | VPSL          | 5/12/26             |
| ASUO Leadership   | ASUO          | 5/13/26             |
| Dean of Students and Director of Community and Belonging  | DOS           | 5/13/26             |
| UO Senate Leadership  | UO Senate     | 4/29/26             |
| Division of Global Engagement Leadership, including the Directors of International Student and Scholar Services | DGE           | 5/15/26             |
| Equity and Inclusion Leads  | VPEI          | 5/4/26              |
| Strategies Groups   | VPEI          | 4/28/26             |
| GTFF Board  | GTFF          | 5/14/26             |
| UOSW Leadership   | UOSW          | 5/14/26             |
| OA Council Leadership   | OA Council    | 5/14/26             |
| SEIU Leadership   | SEIU          | 5/14/26             |
| United Academics Leadership   | UA            | 5/14/26             |

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|---|-------|---------------------------------|
| Government and Community Relations Leadership                           | GCR   | 5/13/26                         |
| UO Communications - Public Information Officers                         | Comms | 3/13/26,<br>3/19/26 –<br>4/6/26 |
| UO Communications – Directors of Communications in Schools and Colleges | Comms | 5/15/26                         |
| UO Communications Leadership Team                                       | Comms | 5/4/26                          |

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