# University of Minnesota Duluth

**Policy Recommendation, Review & Approval**

**Questions Contact:** UMD Governance Office (218) 726-7507

This policy recommendation, review and approval plan assists the University Coordinating Council (UCC) in determining the University’s need for the proposed policy, and whether it warrants the dedication of resources needed for policy development and management, and whether the purpose and goal of the proposed policy may be accomplished in a different way.

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| --- | --- |
| Date: |  |
|  Policy Title: |  |
| Policy Owner or Designee: |  | Phone # |  |

## Part 1: Needs Assessment

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| Provide a summary of the proposed policy. What is the policy’s purpose? |
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| Please explain the reason for the proposed policy (why is the policy needed)? |
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| What recent incidents have prompted the request for this proposed policy?  |
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| **To what extent will the policy affect University employees (e.g., approximate number of employees or specific****categories of employee groups?)** |
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| **What are the financial (human resource, technology, operations, etc.) or other resource impacts of****implementing this policy (e.g., cost savings, start-up costs, new systems or software?** |
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| **Desired/required implementation date**  |
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**Part 2: Development and Management Plan**

This policy development and management plan will assist the responsible party in conducting a thoughtful review and assessment of what is needed to develop and implement the policy.

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| Identify how stakeholders were or will be involved in the policy development. |
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| List additional individuals who may fill the specified roles below. |
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| What are the best practices in this area and how will they be incorporated into this policy?  |
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| If relevant, what is the criteria and process to be used to grant exceptions to the policy? |
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| What targeted communications and training activities will be used to build awareness and enable effective implementation of the policy? |
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| What existing or new mechanism(s) will be used to ensure policy compliance? What is the anticipated frequency of the monitoring? |
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| How frequently will this policy undergo a comprehensive review (typically one to four years, depending on the level of risk)? |
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