



University Policy Development Proposal Form

This University Policy Development Proposal Form is a tool that should be used to prepare a proposal for a policy or revision and to provide guidance when the Policy Initiator and Vice President are drafting the policy or revision. The Policy Initiator and Vice President will submit the completed and signed form to the Policy Advisory committee at policyadvisory@arcadia.edu for review, along with the proposed policy or revision. Please see the [University Policy Development Procedure](#) for additional information.

With respect to policy revisions, specifically, note that, per the Procedure, “[m]inor changes may be made to a Policy without it going through the policy development process if the change (i) is not substantive, and (ii) does not modify the intent, meaning, or focus of the policy.” The Procedure contains specific instructions for making such minor policy revisions, as well as instructions related to expedited review when necessary. Changes in *procedures*, as opposed to *policies*, may be made by the relevant Vice President without further process.

1. Policy Initiator: _____
Email: _____
Department/Office: _____
Unit Vice President: _____

2. Provide a summary of the proposed policy or substantial revision:

3. Explain the reason for the proposed policy or substantial revision (i.e., why is the policy needed?):

4. Does this policy or substantial revision help us implement a law?

- Yes
- No
- Do not know

If so, provide the name and citation of the law.

5. Are there risks or concerns that require the University to have this policy or substantial revision?

Yes

No

Discuss risks or concerns below, if applicable:

6. In the absence of the proposed policy or substantial revision, what is the...

	High Risk	Medium Risk	Low Risk
a. Likelihood that unwanted behavior will occur?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Severity of financial consequences?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Severity of reputational consequences?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Severity of health and safety consequences?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Severity of management and operational consequences?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Overall risk if this policy did not exist or if the revision is not made?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Legal/compliance consequences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. If not driven by risk, what other factors are driving the need for this policy or substantial revision?

8. What recent incidents have prompted the request for this proposed policy, if any?

9. Does the proposed revision or policy...

	Yes	No	Undetermined
a. Align with University mission, vision, and lived values ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Comply with federal & state laws, rules, regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Impact existing policies or procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Affect more than one University department?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Compare to those from institutions, professional associations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Have all related policies been identified?

Yes

No

Provide links to existing University policies or procedures that relate to the proposed policy:

11. Have you discussed this document with all possible stakeholders including The College of Global Studies?

Yes

No

Comments:

12. Policy Content

	Yes	No
a. Are key terms in the policy adequately defined?	<input type="checkbox"/>	<input type="checkbox"/>
b. Is the use of terminology consistent within the document?	<input type="checkbox"/>	<input type="checkbox"/>

13. What are the financial or other resource impacts of implementing this policy or substantial revision, if any?

14. What targeted communications and training activities are planned to build awareness and enable effective implementation of the revision or policy?

15. When should the policy next be reviewed?

16. Desired/Required Implementation Date:

Signatures:

Vice President: _____

Date: _____

Policy Initiator: _____

Date: _____