

Drake University Policy Library - Policy Development Plan

To be used for new or revised policies pursuant to the Policy Development, Approval, and Communication policy and related procedures

General Information

New policy:

Policy to be revised:

New title of revised policy, if applicable

Policy Development Process

To be completed by Facilitator (see below). This planning document is a draft until:

- Approved by Policy Owner (appropriate member of the President's Council who is responsible for the subject matter activity of the policy) (initials)
- Reviewed by Policy Administrator (initials)
- Any additional approvals deemed necessary by Policy Administrator before drafting, revision, or publication occur

Policy Development Facilitator:

Name:

Area represented (check one):

Administration

Admissions and Student Financial Planning

Alumni and Development

Athletics

External Affairs

Finance

Information Technology Services

Provost Academic

Provost/Student Affairs

University Communications

Other

Others involved in policy development process:

Policy Development

1. Description: Describe the policy purpose and concept, what prompted this proposed policy (e.g., legislation, perceived need).

2. Related policies, resources, regulations, laws: Indicate related policies, resources, regulations, laws, procedures and guidance that must be considered as this policy is revised / developed to assure compliance and consistency.

3. Stakeholders: Indicate constituent groups, affected units, and other stakeholders to be consulted during the development process.

Student Senate	All Staff Council	Human Resources
Dean of Students	Dean’s Council	Title IX Coordinator
Division of Student Life	Department Chairs’ Cabinet	Environmental Health and Safety
Admissions	Admissions and Financial Planning	Insurance and Risk Management
Residence Life	Finance	Communications and Marketing
Faculty Senate	Administration	Athletics
Provost	Alumni and Development	Other
General Faculty	Department of Public Safety	

4. Methods: Indicate the methods to be used to gather stakeholder input and/or university-wide comments.

Personal contacts with individuals, small groups	Public announcement and request for comment
Focus groups	Public forums
Other (specify):	Others (specify):

5. Documents or “other” to be produced during policy development: Indicate the applicable items that will be produced.

NOTE: *The procedures/guidance must be vetted along with the policy so that stakeholders will see how the policy and procedures, together, will be applied. Systems, forms, websites, etc., must be ready for use when the policy is adopted.*

Policy	Forms, Templates
Procedures, Supplemental Guidance	Website
Electronic application or system:	Other (specify):

POLICY ADOPTION AND IMPLEMENTATION

6. Implementation: Indicate what will be needed to effectively implement the policy (describe in #9 below)

- | | |
|---|------------------|
| Develop and offer training | Other (specify): |
| Finalize and publish procedures or guidance | Other (Specify): |
| Establish phase-in period | Other (specify): |

7. Projected time frame: Indicate *estimated or targeted* dates for key steps in the policy development

Concept: Discuss initial concept within Area

PDP Draft: Complete Policy Development Plan and route to Policy Owner and Policy Administrator

Preliminary Draft Policy: Discuss policy draft with Policy Owner before public vetting or approvals

Public Comment Period: Beginning date (if applicable)

Final University Approval: Final approval form signed by President

Board of Trustees: Board Approval, if applicable

Effective: Policy effective date

At the conclusion of the policy development process, the policy administrator prepares and routes the Policy Approval Form with the final draft of the policy for signature approval by university officials as provided in the PDP. Following final approval, the policy is posted and announced in the Policy Library.

POLICY LIBRARY

8. When the policy is implemented it will be included on the Policy Library. For ease of use, the Policy Library includes categories of policies. Some policies may be appropriately included in multiple categories where users may be likely to look for them. (e.g., Tobacco-Free Campus may be under both Human Resources and Safety, Health and Security) Please identify the primary Policy Library category/owner as well as any secondary categories where the policy should be included.

(For multiple categories, select which category is the Primary, 2nd, 3rd, 4th. If all, please add explanation.)

Policy Library Category	Primary	Second	Third	Fourth
Academics				
Student Affairs				
Financial				
Administration & Operations				
Information & Technology				
Safety, Health & Security				
Human Resources				

All categories explanation: