**University Policy Proposal** 

**Impact Statement**

To propose a new University Policy, or to revise an existing University Policy, complete and email this form to [policy@nau.edu](mailto:policy@nau.edu). The Director for Policy will confirm the adequacy of the information provided and will forward the proposal to the Responsible Executive(s) and Responsible Office(s) with subject matter jurisdiction for their review and consideration. Visit the University Policy Library at [nau.edu/policies](https://nau.edu/university-policy-library) for more information about administrative policy-making or contact your policy liaison or the Director for Policy to request assistance.

Submitted by:

Employee Name Title

Telephone Email

# **[*Insert The Proposed Policy Title Here*]**

Prospective Responsible Executive(s):

Prospective Responsible Office(s):

The proposed University Policy is a:

new policy revision of existing policy

**Background**

[*Describe the events or conditions that gave rise to this policy idea. What are the issues, problems, challenges, or opportunities this policy is intended to address? Why is this proposed policy a good idea?*]

## **Proposed Policy Statement**

[*Insert a short, concise summary that describes the proposed policy, when the policy would apply, and any mandates, constraints, or behavioral expectations the proposed policy would impose or establish. Do not describe any procedures that may be associated with the proposed policy.*]

## **Reason For This Policy Change**

[*Insert a short, concise statement that explains why the proposed policy should be implemented. State the legal, regulatory, administrative, financial, operational, technological, and/or social matters or issues the policy seeks to address or resolve. Identify the advantages the proposed policy would bring to the University.*]

## **Entities Affected**

[*In alphabetical order, provide a bulleted list of the units, areas, office, or job functions that would be directly affected or governed by this proposed policy. Be specific. Do not simply list all of Northern Arizona University. View existing University Policies for examples of how to identify and list specific units affected by a policy.*]

## **Who Should Know This Policy**

[*In alphabetical order, provide a bulleted list of the parties or positions by title that must know this policy to do their jobs. Be specific. Do not simply list everyone at Northern Arizona University. View existing University Policies for examples of how to identify and list specific parties or positions affected by a policy.*]

## **Definitions**

[*In alphabetical order, provide definitions for any specialized terms you propose be used in the policy. Include only those terms that have a particularized meaning under the policy. Do not include words or terms that will be used in their conventional sense.*]

## **Policy Overview**

[*In a straightforward narrative form using accessible language appropriate for a broad audience, provide a concise but complete overview of the proposed policy. Avoid or minimize the use of professional jargon, abbreviations, acronyms, or technical terms. Describe how the policy would promote NAU’s mission. Indicate what University operations would be affected and discuss any complementary University Policies or external mandates to which the proposed policy responds.*]

## **Responsibilities**

[*In alphabetical order, list all key job functions that would be responsible for any actions or duties that would be mandated by the proposed policy, and briefly describe these responsibilities (do not provide job descriptions). A policy may assign responsibilities to an individual, office, group, unit, or employee category. View existing University Policies for examples of how to identify and describe policy-related job responsibilities.*]

## **Procedures**

[*Provide a concise yet complete overview of any procedures that should accompany the proposed policy. Procedures are specific instructions for how to accomplish a given task. Not all policies require procedures. If there are none, insert the statement, “There are no procedures associated with this proposed policy.”*]

## **Related Information**

### **Forms or Tools**

[*Describe any forms or tools that might be usefully developed for or associated with the proposed policy. View existing University Policies for examples of the types of policy forms or tools that may be helpful to include. If there are none, insert the statement, “There are no forms or tools associated with this proposed policy.”*]

### **Cross-References**

[*Identify all other Northern Arizona polices that may relate to this proposed policy. If there are no cross-references, insert the statement, “There are no cross-references associated with this policy.”*]

### **Sources**

[I*dentify any external guidance to which the proposed policy responds, such as federal or state law or regulation, or other governmental agency guidance, Arizona Board of Regents policies, etc. If there are no such sources, insert the statement, “There are no external sources associated with this policy.”*]

## **Appendices**

[*List any materials that may be related to the proposed policy, or that might be developed along with the policy, that may be helpful to include as appendices to help explain the policy, or to help University community members to understand or comply with the policy. View existing University Policies for examples. If no such materials exist or can be imagined, insert the statement, “There are no appendices associated with this proposed policy.”*]

## **Stakeholder Consultation**

[*Other than the “Entities Affected” and those listed in the “Who Should Know this Policy” sections above, identify all stakeholders that might be affected or impacted by this proposed policy. Identify all constituents that the Responsible Executive(s) and Responsible Office(s) should consult with when investigating this proposal.*]

## **System Impacts or New Mechanisms To Be Created**

[*Describe any impacts to existing University systems or any new mechanisms that would need to be created to effectively implement the proposed policy. If there are none, insert the statement, “There are no system impacts or new mechanisms that would need to be created to implement this policy proposal.”*]

## **Communications, Training Activities, and Compliance Mechanisms**

[*Describe the communications needs, training activities, and compliance mechanisms needed to effectively implement the proposed policy and to ensure compliance with its mandates.*]

## **Timing or Scheduling Requirements**

[*Describe any timing or scheduling issues, requirements, or considerations associated with the proposed policy.*]