**GENERAL INFORMATION**

Name of new or revised policy: ____________________________________________

Policy to be replaced, if applicable: _______________________________________

**PDP PROCESS**

The PDP is filled out by the facilitator of the Policy Development Team (see below). **The PDP is a draft until:**

- [ ] Reviewed by relevant Policy Library Area Coordinator: Kaela Black (Provost) or Matt Pistilli (SVPSA)
- [ ] Reviewed by Policy Administrator: Ann Lelis
- [ ] Reviewed by Policy Library Advisory Committee (PLAC)
- [ ] Approved by the university officials indicated below (the Policy Administrator routes the PDP for e-signatures)

**Policy Development Team** (persons closely involved in drafting the policy or revision)

<table>
<thead>
<tr>
<th>Team Members (Names)</th>
<th>Area Represented</th>
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<tbody>
<tr>
<td>Facilitator:</td>
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**APPROVALS**

Approvals will be sought from the following university officials:

<table>
<thead>
<tr>
<th>Check appropriate boxes</th>
<th>PDP Approver</th>
<th>Final Policy Approver</th>
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<tbody>
<tr>
<td>Department/Unit Head</td>
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<td>Vice President for…</td>
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<tr>
<td>General Counsel</td>
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<td>Senior Vice President for Operations and Finance</td>
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<td>Senior Vice President for Student Affairs</td>
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<td>Senior Vice President and Provost</td>
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<tr>
<td>President</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Board of Regents</td>
<td>N/A</td>
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<td>Other:</td>
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POLICY DEVELOPMENT

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

2. **Scope**: Indicate the project’s scope/parameters (i.e., what the project will and will NOT include).

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

4. **Financial impact of this policy/revision**: Indicate what cost analyses have been performed, by whom, and how additional costs will be covered.

5. **Faculty Handbook**: Will this policy development impact the Faculty Handbook in any way?  **Yes_____**  No _____
   If yes, explain impact and plans for resolution:

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

   ______ Student Government
   ______ Graduate & Professional Student Senate
   ______ Graduate Council
   ______ Student Affairs Cabinet
   ______ Dean of Students
   ______ Admissions
   ______ Residence (Department of)
   ______ **Faculty Senate Executive Board**
   ______ **Faculty Senate Council/Committee (specify)**
   ______ Provost’s Council
   ______ Council of Deans
   ______ Department Chairs’ Cabinet
   ______ Extension & Outreach
   ______ Research (VPR)
   ______ ORR or ORI
   ______ Other (specify):

   ______ President’s Cabinet
   ______ General Counsel
   ______ University Relations
   ______ University Human Resources
   ______ **P&S Council’s Policies and Procedures Committee**
   ______ Bargaining units
   ______ Equal Opportunity (Office of)
   ______ Department of Public Safety
   ______ Environmental Health & Safety
   ______ Risk Management
   ______ Internal Audit
   ______ Ombuds Office
   ______ Athletics
   ______ Ames National Lab
   ______ Centers & Institutes (specify):
   ______ Other (specify):
7. **Methods:** Indicate the methods to be used to gather stakeholder input and/or university-wide comments.

   - Personal contacts with individuals, small groups
   - Focus groups
   - Other (specify):

8. **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
   - Procedures, Supplemental Guidance
   - Electronic application or system:

**POLICY ADOPTION AND IMPLEMENTATION**

9. **Implementation:** Indicate what will be needed to effectively implement the policy (describe in #10 below)

   - Finalize & publish procedures, guidance
   - Develop and offer training
   - Establish phase-in period

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

    - Concept: Discuss initial concept with the Policy Library Advisory Committee (PLAC)
    - President’s Cabinet: University Counsel bring matter to President’s Cabinet, if applicable
    - PDP Draft: Discuss completed PDP with the PLAC before PDP approval
    - Preliminary Draft Policy: Discuss policy draft with PLAC before public vetting or approvals
    - Public Comment Period: (if applicable) Beginning & ending date
    - Final University Approval: Final approval form signed by university officials
    - Board of Regents: Board Approval, if applicable
    - Effective: Policy effective date

11. **Additional information:** Explain answers to #8. Provide additional information about this policy or policy development, if applicable.