

University Policy Library - Policy Development Plan (PDP)

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), Matt Pistilli (SVPSA) or Lauren Schalinske (OPFIN)

_____ 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)

Team Members (Names)	Area Represented
Facilitator:	

APPROVALS

Approvals will be sought from the following university officials:

Check appropriate boxes <input type="checkbox"/>	PDP Approver	Final Policy Approver
Department/Unit Head		
Vice President for...		
General Counsel		
Senior Vice President for Operations and Finance		
Senior Vice President for Student Affairs		
Senior Vice President and Provost		
President		✓
Board of Regents	N/A	
Other:		

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.

- | | |
|---|--|
| <input type="checkbox"/> Personal contacts with individuals, small groups | <input type="checkbox"/> Public announcement and request for comment |
| <input type="checkbox"/> Focus groups | <input type="checkbox"/> Public forums |
| <input type="checkbox"/> Other (specify): | <input type="checkbox"/> 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.*

- | | |
|--|---|
| <input type="checkbox"/> Policy | <input type="checkbox"/> Forms, Templates |
| <input type="checkbox"/> Procedures, Supplemental Guidance | <input type="checkbox"/> Website |
| <input type="checkbox"/> Electronic application or system: | <input type="checkbox"/> Other (specify): |

POLICY ADOPTION AND IMPLEMENTATION

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

- | | |
|--|---|
| <input type="checkbox"/> Finalize & publish procedures, guidance | <input type="checkbox"/> Other (specify): |
| <input type="checkbox"/> Develop and offer training | <input type="checkbox"/> Other (specify): |
| <input type="checkbox"/> Establish phase-in period | <input type="checkbox"/> Other (specify): |

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

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

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