

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 Kayt Conrad (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.

- | | |
|--|---|
| _____ Personal contacts with individuals, small groups | _____ Public announcement and request for comment |
| _____ Focus groups | _____ Public forums |
| _____ Other (specify): | _____ 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 | _____ Forms, Templates |
| _____ Procedures, Supplemental Guidance | _____ Website |
| _____ Electronic application or system: | _____ Other (specify): |

POLICY ADOPTION AND IMPLEMENTATION

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

- | | |
|---|------------------------|
| _____ Finalize & publish procedures, guidance | _____ Other (specify): |
| _____ Develop and offer training | _____ Other (specify): |
| _____ Establish phase-in period | _____ Other (specify): |

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.