University Policy Library - Policy Development Plan (PDP)

# GENERAL INFORMATION

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| Name of new policy 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:***

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|  | Reviewed by relevant Policy Library Area Coordinator: Kaela Black (Provost) or Matt Pistilli (SVPSA) or Tim Ashley (SVPOF) |
|  | 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)

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| **Team Members (Names)** | **Area Represented** |
| Facilitator: |  |
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# APPROVALS

Approvals will be sought from the following university officials:

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| **Check appropriate boxes ↘** | **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).

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

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1. 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.

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

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1. Faculty Handbook: Will this policy development impact the Faculty Handbook in any way? YesNo

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| If yes, explain impact and plans for resolution: |

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

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|  | **Student Government** |  |  | **President’s Cabinet** |
|  | **Graduate & Professional Student Senate** |  |  | General Counsel |
|  | **Graduate Council** |  |  | University Relations |
|  | Student Affairs Cabinet |  |  | University Human Resources |
|  | Dean of Students |  |  | **P&S Council’s Policies and Procedures Committee** |
|  | Admissions |  |  | Bargaining units |
|  | Residence (Department of) |  |  | Equal Opportunity (Office of) |
|  | **Faculty Senate Executive Board** |  |  | Department of Public Safety |
|  | **Faculty Senate Council/Committee (specify])** |  |  | Environmental Health & Safety |
|  | Provost’s Council |  |  | Risk Management |
|  | Council of Deans |  |  | Internal Audit |
|  | Department Chairs’ Cabinet |  |  | Ombuds Office |
|  | Extension & Outreach |  |  | Athletics |
|  | Research (VPR) |  |  | Ames Lab |
|  | ORR or ORI |  |  | Centers & Institutes (specify): |
|  | Other (specify): |  |  | Other (specify): |

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

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

1. 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.*

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

# POLICY ADOPTION AND IMPLEMENTATION

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

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

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

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|  | **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 |

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

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