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| https://brown.widencollective.com/thumbnail/5029e6d7-35d7-4518-8eb3-c2f8a786630e/av/480px/Brown%20Logo_2016_2%20Color%20Process%20HZ_2400.png?t=1555276107503&s=e0f761572ad4432bb977504e1b7acc8b2e3899b3 | **Comprehensive Policy Review Cover Sheet** | | | |
| 1. **Policy Name** | | [policy name] | | |
| 1. **Policy Category** | | Select Policy Category | | |
| 1. **Policy Owner** | | Select Cabinet Member | | |
| 1. **Responsible Office** | | [responsible office] | | |
| 1. **Reason for new or revised policy:** | | | | |
| (Instructions will disappear when typed in) Provide a brief background on why this policy is being created or updated.  Examples:  This is a new policy to comply with requirements for federal funding.  This policy is being updated due to new RI regulations. | | | | |
| 1. **Summary of proposed policy or proposed policy changes:** | | | | |
| For policy updates, briefly highlight significant changes and the reason for them. For new policies, briefly highlight the main points of the policy.  Examples:  Removed outdated text from section 3.1 and added…  Policy requires employees working with minors to: (1) have a backgound check, (2) complete… | | | | |
| 1. **Impacts of proposed policy or proposed policy changes:** | | | | |
| Briefly state the impacts (e.g., on University finances or resources) of the policy or policy updates.  Examples:  Updated policy requirement will cost $10,000 per year to support technology for the new verification process.  Policy requires employee annual training that will take approximately 20 minutes per person to complete.  New policy will require adding 1 FTE to implement. | | | | |
| 1. **Summary of policy compliance risks and controls in place:** | | | | |
| List known risks and controls in place.  Examples:  To enforce compliance with this policy, each faculty & staff member must complete a COI disclosure form once a year.  The policy requirements are tracked in Workday to ensure… | | | | |
| 1. **Benchmarking and sources used to develop or update the policy:** | | | | |
| Provide a brief overview of the research that went into developing this policy.  Examples:  List key State/Federal/University Policies referenced to develop the policy.  Briefly describe peer institution benchmarking (e.g., six of eight Ivy League institutions have a similar policy). | | | | |
| 1. **Education, Training, and Communication Plan:** | | | | |
| Provide a brief overview of the plan to educate the community about this policy.  Examples:  Send Today@Brown message, announce in OVPR newsletter, and email ALG and AAIM listservs.  Speak at Administrative Leadership Meeting, Academic & Administrative Information Meeting and Dept. meeting. | | | | |
| 1. **Relevant campus constituents who reviewed the policy:** | | | | |
| List all relevant stakeholders who have reviewed this policy and their response (Concur, Concur with comments, Non-Concur). Please briefly note comments or concerns raised.  Examples:  University Human Resources, University Communications, Office of the General Counsel, … - All Concurred  A process owner commented that robust training regarding the policy change is critical. | | | | |
| 1. **Can this policy be posted on the public University Policy Website?** | | | | |
| Yes  No | | | If you selected No, please provide an explanation. | |
| 1. **For questions on this policy contact the Responsible Office at:** | | | | |
| [contact name] | | | [contact email] | [contact phone number] |