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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:**
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| (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:**
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| 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 For new policies, briefly highlight the main points of the policy.Examples:Removed outdated text from section 3.1 and added…Policy requires employees working with minors to: (1) have a backgound check, (2) complete… |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:**
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| 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:**
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| 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:**
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| 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:**
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| 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:**
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| 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 ConcurredA 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] |