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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 Coversheet** |
| 1. **Policy Name**
 | [type policy name] |
| 1. **Policy Category**
 | Select Policy Category |
| 1. **Sponsor/Owner**
 | Select Cabinet Member |
| 1. **Responsible Office**
 | [type responsible office] |
| 1. **Reason for new or revised policy:**
 |
| Note: Instructions will disappear when box is typed in.Provide a brief background, the importance of this policy and why it is being proposed or changed. Examples:• This policy is being reviewed and updated as part of the Comprehensive Policy Review and…• This policy is being proposed to clearly articulate the University’s position on…• This policy is being revised because University processes have changed and the policy has not been updated…  |
| 1. **Summary of proposed policy or proposed policy changes:**
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| 1. For updates to existing policies, use this section to briefly summarize significant changes and reasons for changes.2. For new policies, use this section to summarize the main points of the policy.Examples:• Added sections to comply with new state labor laws and the following associated policies…• Expanded the definition of family member to include grandchild, in-laws, step parent, guardian or ward. • Converted the document to the new University Policy template and…Note: In the rare case a very detailed explanation of changes is required (e.g., a page or more), use this section for a brief overview and attached a document to this coversheet. Reference the attachment in this section. |
| 1. **Summary of policy compliance risks and controls in place:**
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| List known risks and controls in place.Example: • To enforce compliance with the Conflict of Interest (COI) Policy, each faculty and staff member must complete a COI disclosure form once a year and develop a COI Management Plan if a conflict exists.  |
| 1. **Benchmarking and sources used to develop or update the policy:**
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| The purpose of this section is to provide a brief overview of the research that went into developing this policy.Examples: • Briefly list 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. **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). Brief notes may be added if an office Non-concurs or Concurs with comments.Examples:University Human Resources - ConcurUniversity Communications - ConcurUniversity Compliance - ConcurOffice of the General Counsel - Concur |
| 1. **For questions on this policy contact the Responsible Office at:**
 |
| [type contact name] | [type contact email] | [type contact phone number] |