**EAST STROUDSBURG UNIVERSITY**

 **Questions, Contact:**

**Miguel Barbosa or Michelle Keiper**

**mbarbosa@esu.edu****mkeiper@esu.edu**

**570-422-3545 570-422-3544**

 **POLICY ADMINISTRATION**

 **APPROVAL ROUTING FORM**

**This form is to be used when:**

**a) Proposing a new administrative policy**

**b) Responding to a comprehensive review of an existing administrative policy**

**c) Proposing a major change to an existing administrative policy, procedure or other key document**

**d) Repealing a policy**

**The policy owner must attach the original policy, if applicable, along with the policy template and procedure template, if applicable, to the signed approval routing form and forward to the Policy Administration Office.**

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| --- | --- | --- | --- |
|  Policy Title:page #’sfor multiple page formsThe University of Minnesota is an equal opportunity educator & employer.©  |   | Old Policy No.: (if applicable)  |   |
| Responsible Policy Author: |   | New Policy No.:  |   |
| Responsible Policy Department: |   | Phone No. : |   |
| 1. Policy Status |
|  New Policy [ ]  Current Policy[ ]  Interim Policy[ ]  (Emergency Use Only) |
| 2. Are there Procedures associated with the Policy? |
|  Yes [ ]  No [ ]   *Note: Please ensure that the associated procedures to this policy are accurate and posted to the department’s webpage.* |

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| 3. Confirm that this policy is needed |
|  Yes [ ]  No, I/we request the Policy be Repealed [ ]   *Please provide a brief statement why the policy is being repealed*: |
| 4. Specify why the policy is still needed/desired minimizes institutional risk, directs behaviors, promotes consistency, etc.) |
|  |
| 5. Provide a summary of the key policy or associated document changes. |

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| 6. Why is a change being proposed? Include any external or internal triggering events, such as a change in federal regulations, addressing a new risk, etc. |
|  |
| 7. Are there other existing administrative policies that overlap or are closely related to this policy? If yes, which one or ones. |
|  Yes [ ]  No [ ]  If yes, list Policy title(s):  |
| 8. Please quantify the ***impact*** of the **new** or **revised** policy or procedures. |
|  Cost to develop and implement |  |
|  Ongoing costs |  |
|  Audience directly impacted |  |
|  Number of employees/students/or others impacted |  |
|  Processing time at the individual or unit level |  |
|  Other (please describe) |  |
| 9. If this is a new policy or revisions are significant, outline the communication plan that will be used to inform affected stakeholders about this revised policy/procedure(s). |
|  |
| 10. Check those items below where you have confirmed that the policy revision is in alignment with: |
|  Board of Governors Policies [ ]  | Federal and state laws [ ]  | Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 11. Frequency of Comprehensive Review:   |
| 5 year [ ]  Special (term) [ ]  Frequency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 12. Is this an Affiliate Policy? |
|  Yes [ ]  No [ ]  If yes, what Affiliate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 13. Additional information and/or comments: |
|  |
| 14. This policy was reviewed by: (list committees, departments, organizations, etc.) |
| AUTHOR **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_**Director/DEAN**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_**Vice President**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_**Council of Trustees**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_**President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:\_\_\_\_\_\_\_\_\_\_\_\_\_****----------------------------------------------------------------------------------------------------------------------------------------------------------------**Policy Advisory Committee[ ]  **DAtE:\_\_\_\_\_\_\_\_\_\_\_\_\_**  Legal Review[ ]  **DAtE:\_\_\_\_\_\_\_\_\_\_\_\_\_**President’s CounciL[ ]  **DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_** pOLICY aDMINISTRATION[ ]  **date:\_\_\_\_\_\_\_\_\_\_\_\_\_ REV. Jan 2013** |

 *REV. Nov. 2012*