

Template for Drafting Academic Policy Proposals

When drafting a proposal for a new or revised academic policy, please follow this basic template to assure that all relevant information is included. As needed, please also feel free to add sections, numbered and labeled as appropriate. When the proposal is entered in the Electronic Development and Approval of Academic Policies system (eDAAP) for routing through the review and approval process, the submitter will be asked to fill out a cover sheet that will accompany the proposal.

“Academic policies” refers to the rules governing the curricular, co-curricular, extra-curricular and research activities of undergraduate students, graduate students, and faculty. “Academic policies” are distinct from “administrative policies,” although clearly there are instances in which a proposed policy could arguably fall under either category. In such cases, the president or provost will make a determination as to the appropriate review and approval pathway.

1. Rationale

States the rationale for the proposed new policy or change to policy.

2. Covered Parties

Identifies to whom the policy applies.

3. Defined Terms

Lists terms that may have specialized meaning in the policy.

4. University Policy

The policy itself. This is the text that, in its final, approved version, will appear in the Bulletin.

5. Effective date

6. History

History of the proposed policy (its origin, who drafted it, what stakeholders have been consulted, etc.), including effective date, and policies superseded or modified.

7. Responsible Parties

Identifies and provides contact information for the University office or department responsible for overseeing implementation of and ensuring compliance with the policy.

8. Implementation procedures, timeline, and guidelines

Explains how the policy will be implemented by the responsible parties, gives the timeline for implementation, and sets out any guidelines to be distributed as part of implementation. Please include any costs related to implementation.

9. Related Policies and References

List or attach related policies or documents, including those of any individual school, college, or other operating unit of the University that will be altered or superseded by the proposed policy. Please also list, to the extent possible, *references* to policies that will be superseded or modified by the proposed policy. Include accurate and complete information identifying where the related policies appear and are referenced (e.g., url to departmental website, url to Bulletin page).

Issues to Consider in Drafting an Academic Policy Proposal

Timetable and costs

- How quickly must the proposed policy be implemented?
- What should be the effective date of the policy?
- Apart from start-up costs of printing the policy and posting it on the website, are there implementation costs involved if it is adopted (including personnel time, paperwork, or other compliance time)?
- Must new administrative structures be created for the implementation?
- Does the proposed policy require additional expenditures or personnel for its implementation beyond what already has been committed by the University?

Related Policies, References and History

- Is there existing policy on the subject applicable to those parts of the University not covered by the proposed policy?
- Is there a need to have the same or a similar proposed policy developed for those parts of the University not covered by the proposed policy?
- Have individual school, college, or other operating unit policies been reviewed to determine whether such policies need to be superseded or revised to be consistent with the new policy?

Stakeholders and Responsible Parties

- Have all those within the University community who should be involved in the development been identified and included in that process?
- Is input needed from stakeholders not involved in the actual policy development (i.e., are there stakeholders, such as alumni, trustees, or students whose views should be considered during development)?

Dissemination, Communication and Education

- What is the best way to communicate and publicize the new policy?
- Beyond its initial dissemination, how can the University community become educated about a new policy?
- Will regular training sessions be necessary? If so, how frequently should these sessions occur?

Education and Policy Maintenance

- Are there University operating units or individuals (other than the ones identified through the University Policy template above) who should be involved on a periodic basis in overseeing the implementation and updating of a policy?
- What is the best way to ensure that the policy is kept current?