**Policy Owner Submission Policy Checklist\***

This checklist is intended to ensure all new and revised policies are ready for review by Approving Body. Contact the Office of General Counsel (OGC) early in the development stage of a new or revised policy.

**Policy Title:**

**Policy Owner:**

**Target Effective Date:**

1. **Is the policy in the current university policy template?**
   * Yes, I have reviewed the drafting guidelines, the template, and other related documents to ensure fields are completed accurately and consistently
2. **Are there current policies that will be impacted by this new or revised policy?**
   * Yes, I have conferred with that Policy Owner to ensure any conflicts are address and/or appropriate references are included in the policies
3. **Does this policy impact a particular bargaining unit and/or staff? If so, has it been sent to the appropriate liaison (Provost, Police, Business, and Staff Council?). Please work with OGC as needed** 
   * Yes, I have conferred with the Policy Owner to determine impact on bargaining units and the policy has been reviewed by the appropriate designee
   * No, the policy does not impact any bargaining units and/or does not need to be sent to staff council
4. **Are any procedures/forms updated accordingly?**
   * Yes, I have conferred with the Policy Owner to ensure procedures and forms are updated
   * No, there are no procedures or forms associated with this policy to be updated
5. **Please provide the following if available:**
   * **Policy Revisions**
     1. Redline version and tracked changes
     2. Clean version with the proposed changes
     3. Full policy history with previous approval dates
     4. 1-3 sentence summary of the substantive revisions
   * **New Policies**
     1. List of stakeholders
     2. Final policy must be submitted no later than four (4) weeks prior to the date in which Approving Body will vote
     3. Procedures/forms are linked in the document

**\****Adapted from UConn Policy Checklist*