|  |  |  |  |
| --- | --- | --- | --- |
| **Submission Information** | | | |
| **Submission Date:** |  | **Policy Sponsor’s Name:** |  |
| **Responsible Office(s):** |  | **Policy Sponsor’s Email:** | @lehigh.edu |
| **Responsible Official(s):** |  | **Policy Sponsor’s Phone:** | 8- |

|  |
| --- |
| **Background** |
| (The following points are merely guides to assist in drafting.)   * State whether this is a new or updated policy. * Outline the events or conditions that give rise to this policy. * Answer the question – “Why is this policy necessary?” |
|  |

|  |
| --- |
| **Policy Statement** |
| (The following points are merely guides to assist in drafting.)   * State Lehigh University’s commitment to a relevant principle (optional). * State the requirement(s) of the university community that establishes this policy. |
|  |

|  |
| --- |
| **Reason for Policy** |
| (The following points are merely guides to assist in drafting.)   * State what legal, regulatory, financial, operational, accreditation, technological, and/or social requirements this policy addresses. * Identify what advantages this policy will bring to the university. |
|  |

|  |
| --- |
| **Overview of Policy Content** |
| (The following points are merely guides to assist in drafting.)   * State clearly the problem this policy is targeting. * At a high level, but precisely, state the way(s) this policy will solve this problem. * Outline, generally, the scope of this policy (e.g., what operational activities of the university will be affected, and what related areas will not be affected). |
|  |

|  |
| --- |
| **Impact on the University** |
| (The following points are merely guides to assist in drafting.)   * Identify what resources (human, financial, physical, operational, technological, etc.) will be needed to implement and maintain compliance with this policy. * Identify what change to Lehigh’s culture and/or behaviors may be involved. * Identify what operational activities may be affected. |
|  |

|  |
| --- |
| **Stakeholder** |
| * State all individuals, departments, and/or functions affected by this policy, as well as those whose expertise relates to the policy’s subject matter. * Research Policy Review Committee or other appropriate standing advisory committee (e.g. IRB, IACUC, CIRC) must be included as a stakeholder. * State specifically all individuals and/or departments who/that must be consulted during drafting of the policy. |
|  |

|  |
| --- |
| **Timing Requirements for the Policy** |
| (The following points are merely guides to assist in drafting.)   * State the planned timing for implementation of this policy. |
|  |

|  |
| --- |
| **Communication Plan for the Policy** |
| (The following points are merely guides to assist in drafting.)   * State the communication plan, including format and audience, that ensures that the campus community is informed of the new or revised policy. |
|  |

|  |
| --- |
| **Other Information** |
| * Please use this space as a supplement to previous section and/or to indicate any other pertinent information not already included in this submission. |
|  |