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| **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-      |

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