

ROUTING TEMPLATE

**Policy Title:** [Click here to enter Policy Title]

**Policy Sponsor:** [Click here to enter the Policy Sponsor (President or VP)]

**Responsible Office:** [Click here to enter Office or University Position primarily responsible for the policy]

**Reason for Policy or Policy Revision:**

State what legal, regulatory, financial, operational, accreditation, technological, and/or social needs or obligations this policy addresses; identify what advantages this policy will bring to the university; and/or indicate what problems this policy resolves.

[Click here to enter reason for Policy or Policy Revision]

**Brief Summary of Policy or Policy Revision:**

Summarize briefly the proposed policy or amendments to policy.

[Click here to enter summary of Policy or Policy Revision]

**Impact on the University:**

Identify what resources (human, financial, physical, operational, technological, training and other) will be needed to implement and comply with this policy; identify what change to Weber State University’s culture and/or behaviors may be involved.

[Click here to enter Impact on the University]

**Implementation:**

Identify the short and long term steps needed to implement the policy.

[Click here to enter Implementation]

**Potential Stakeholders:**

Indicate who should be a stakeholder in the creation of the policy based on: who may need to provide resources (human, financial, physical, operational, technological, training and other) to implement the policy; and who may be most directly impacted by the policy.

[Click here to enter Potential Stakeholders]

**Preliminary Review:**

Indicate who has been consulted on this policy; state what feedback the preliminary reviewers provided.

[Click here to enter Preliminary Review]

**Projected Timeline:**

Indicate the proposed timeline for the dates of policy creation/revision, reviews, and approvals.

[Click here to enter Projected Timeline]

**Routing Template:** (Leave for Policy Office to fill out)

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