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| Policy Name: |   |
| Submitted to PAG: | (date - UPT will complete**)** |
| Accountable Senior Administrator: |  |
| Responsible Office: |  |
| Submitted to PEG: | (date - UPT will complete) |

## Background

*Provide a brief statement indicating whether this is a new or revised policy and the events or circumstances driving the development of this policy. Include any historical information that will inform PAG and PEG discussions.*

## Policy Statement

*In a few sentences, describe the overarching principle(s) that this policy addresses.*

## Reason for the Policy

*State the legal, regulatory, financial, operational, accreditation, technology, and/or social requirements this policy addresses.*

## Policy Content Overview

*State the issue this policy is addressing and at a high level, state the way(s) the policy will address the issue. List the operating procedures that will need to be developed or modified to support this policy. List the University operational areas that will be affected by this policy.*

## Consistency with Other NJCU Policies and Related External Legislation and Regulations

*Cite relevant NJCU documents and statements that demonstrate how this policy supports the University’s mission, values, and strategic goals. Cite other NJCU policies, and related external legislation, mandates, regulations, etc., that are related to this policy.*

## Stakeholders Affected By This Policy

*Provide a list of stakeholder groups that will be impacted by this policy (faculty, students, staff, external constituents, etc.).*

## Stakeholders Consulted in Policy Development

*Provide a list of stakeholder groups that are most impacted by this policy and will be consulted or included in its development.*

## Impact on the University

*Identify the potential investment in resources (human, financial, physical, technology that may be required to implement this policy. Describe change(s) to the NJCU culture: (e.g., employee job performance; employee behavior; student behavior; etc.) that will be required by the policy.*

## Activities to Promote Awareness and Support Implementation

*Describe how the community will be made aware of this policy and its supporting operating procedures. Include at a minimum, communication and training activities.*

## Timing

 *Is development/revision and implementation of this policy time sensitive and why?*

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| Reviewed by PAG: |  | Date: |  |
| Approved by PEG: |  | Date: |  |