



# MEMORANDUM

TO: Dr. Wayne A. I. Frederick, President  
 THRU: The University Policy Council  
 FROM: University Policy Office, Office of the Secretary  
 SUBJECT: Approval of University Policy  
 DATE: \_\_\_\_\_, 20\_\_\_\_

RESPONSIBLE OFFICER: \_\_\_\_\_

RESPONSIBLE OFFICER'S SIGNATURE: \_\_\_\_\_

POLICY TITLE: \_\_\_\_\_

EXECUTIVE SUMMARY: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**List regulatory activity related to the policy here:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**List job titles of persons responsible for executing the policy here:** \_\_\_\_\_

\_\_\_\_\_

**The final approved policy will be posted on the policy website. In addition, due to the nature of the policy, should any of the following groups be specifically informed of the policy? Should the approved policy be included in any of the following University processes? Check all that apply.**

- |                       |                               |                             |
|-----------------------|-------------------------------|-----------------------------|
| Deans and Directors   | University Staff Organization | Sponsored Research Training |
| Faculty Senate        | HU Alumni Association         | New Student Orientation     |
| Student Organizations | New Employee Onboarding       | Other: _____                |

## REVIEW HISTORY

The **University Policy Working Group (UPWG)** reviewed this policy on the following dates: \_\_\_\_\_

\_\_\_\_\_

The **University Compliance Officer** was provided with a copy of the policy on \_\_\_\_\_  
Date

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For the **Office of University Communications**: The Office of University Communications recommends a Communications Plan be developed for this policy.      Yes      No

For the **Office of the General Counsel**: The Office of the General Counsel has reviewed this policy for legal sufficiency.      Yes      No

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The **Policy on Policies** provides for the promulgation of **Interim University Policies** when a policy must be established within a time period too short to permit completion of the full policy review process.

Was an iteration of this policy approved as an **Interim University Policy**?      Yes      Date: \_\_\_\_\_

Explanation: \_\_\_\_\_

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**The following members of the University Policy Council reviewed the policy:**

	Date:
Assistant Vice President, External Affairs	_____
Chief Human Resources Officer	_____
Chief Financial Officer	_____
Executive Vice President & Chief Operating Officer	_____
Provost & Chief Academic Officer	_____
Senior Vice President, Chief Strategy Officer	_____
Senior Vice President, Development & Alumni Relations	_____
Senior Vice President, General Counsel	_____
Senior Vice President, Clinical Affairs & Dean, College of Medicine	_____
Vice President and Chief Communications Officer	_____
Vice President, Research	_____
Vice President and Secretary	_____
Vice President, Student Affairs	_____

**A quorum of University Policy Council members recommends the following action:**

President's Approval

President's Approval with Comments: \_\_\_\_\_

Table with Comments: \_\_\_\_\_

Reject with Comments: \_\_\_\_\_

Recorded by: \_\_\_\_\_ Date: \_\_\_\_\_

*University Policy Office, Office of the Secretary*

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**POLICY APPROVED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*Wayne A. I. Frederick, M.D., MBA  
President*