



MEMORANDUM

TO: Ben Vinson III, Ph.D., 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

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

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: _____

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

	Date:
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	_____
Senior Vice President for Research	_____
Vice President and Chief Communications Officer	_____
Vice President, Corporate Relations	_____
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

POLICY APPROVED: _____ **DATE:** _____

Ben Vinson III, Ph.D.
President