



MEMORANDUM

TO: Dr. Wayne A. I. Frederick, Interim 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	_____
Dean, College of Medicine	_____
Provost & Chief Academic Officer	_____
Senior Vice President and Chief Administrative Officer	_____
Senior Vice President and Chief Financial Officer	_____
Senior Vice President and General Counsel	_____
Senior Vice President and Secretary	_____
Senior Vice President for Enrollment Management	_____
Senior Vice President for Student Affairs	_____
Vice President, Corporate Relations	_____
Vice President and Chief Communications Officer	_____
Vice President, Development & Alumni Relations	_____
Vice President for Research	_____

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: _____

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