

POLICY PROPOSAL

Instructions

To submit a policy proposal, the Responsible Administrator should email the following information to Slade Sullivan at sullivans@acu.edu along with an electronic version (Word or PDF) of the draft policy. If revisions are proposed to an existing policy, please submit a redlined version showing the changes from the original.

Intended name of policy (if new):

Name of existing policy (if revision):

1. **Briefly** state the purpose and rationale for the new policy or revision.
2. What are the best practices related to the subject matter of this policy? Specifically, what resources and authorities have you consulted in developing/revising this policy? Please provide links to these resources if possible.
3. Is there a deadline by which this policy needs to be implemented?
4. What other campus offices or departments may be affected by this policy? Do they support this policy proposal?
5. What financial implications will this policy bring on the University?
6. Who will be responsible for maintaining, enforcing, and reviewing the policy?
7. Through what venues will the affected parties be informed of the implementation of the policy, and how will they be trained on its processes?

Please complete the following Policy Risk Assessment Matrix¹

In the absence of this policy or revision . . .	(Bold or Highlight One)		
Will the University be in violation of or out of compliance with the law?	Low	Medium	High
What is the likelihood the unwanted behavior or problem will continue?	Low	Medium	High
What is the severity of financial consequences?	Low	Medium	High
What is the severity of reputational consequences?	Low	Medium	High
What is the severity of health and safety consequences?	Low	Medium	High

¹ Developed by the University of Minnesota (2007)

What is the severity of management and operational consequences?	Low	Medium	High
What is the effect of this policy or revision on the University's mission to educate students for Christian service and leadership throughout the world?	Low	Medium	High

If you answered medium or high to any of the questions above, please briefly explain why.