**Policy Development Engagement Form**

University engagement during policy development is vital to having policies which are well written and sufficiently cover all appropriate members of the University. This form is designed to ensure Policy Owners engage key stakeholders during the policy development process and will allow the Policy Review Committee (PRC), University Leadership Council (ULC), and President to see the community engagement which occurred prior to their review and approval.

This form should be filled out and submitted with the policy to the Chief Policy Officer prior to approval for presentation to the PRC.

Name of Policy:

Responsible Official:

Policy Owner:

1. List any additional personnel who assisted in significant writing or development of this policy:
2. List entities, offices, and other community members who will be affected by this policy:
3. Have you engaged the following stakeholder groups and thought-leaders in the policy development process? If not, please discuss why the groups engagement is not appropriate for this policy.
   1. Faculty?
      1. When?
      2. How?
   2. Students?
      1. When?
      2. How?
   3. Staff?
      1. When?
      2. How?
4. The University Policy review process requires Policy Owners to engage key end users in the development process. Briefly describe how this was done as the policy was being developed? What makes you conclude you adequately engaged stakeholders of the University?