**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, analyze the impact of the policy with the [Equity Lens Review](https://www.slu.edu/compliance-ethics/pdfs/equitylensreview.pdf) Tool, 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. Why is this policy being revised or created? What is the driving force (e.g. federal regulation).
2. List any additional personnel who assisted in significant writing or development of this policy:
3. List entities, offices, and other community members who will be affected by this policy (Also consider Question 1 on Equity Lens Review):
4. 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?
5. 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?

1. Using the [Equity Lens Review](https://www.slu.edu/compliance-ethics/pdfs/equitylensreview.pdf) tool is important in the policy development process. Please describe below how you considered and addressed the questions within the tool.
	1. How does this policy perpetuate or help dismantle, historical, legal, or other barriers set in the past?
	2. How does this policy promote equitable outcomes?