 University Policy Communication Plan

| **Policy Title:** | **Policy Number:** |
| --- | --- |
| *Insert policy title here*  | *Insert policy number here* |

| **Authority Title:** | **Name, Date, and Email:** |
| --- | --- |
| **Date submitted to OARC Policy Coordinator** | *[Date]* |
| **Effective Date of the Policy:** | *[Date]* |
| **Responsible Office:** | *[name and email]* |
| **Responsible Executive:** | *[name and email]* |
| **Responsible Officer:** | *[name and email]* |
| **Responsible Office:** | *[name and email]* |

*Check the applicable box:*

| **Select Policy Type**  |  **Policy Name**  |
| --- | --- |
| [ ]  | New Policy |
| [ ]  | Policy Revision  |
| [ ]  | Policy Retirement  |

**Summary of proposed new policy development, revision, or deletion** *(briefly explain the purpose for the new policy, highlight the revisions, or reason for the retirement)****:***

| **Audience** | **Impact (Y/N)** | **Describe Impact** |
| --- | --- | --- |
| All University | *[Insert Y or N]* | *[Insert description of Impact]* |
| Executive Leaders | *[Insert Y or N]* | *[Insert description of Impact]* |
| Deans | *[Insert Y or N]* | *[Insert description of Impact]* |
| Directors | *[Insert Y or N]* | *[Insert description of Impact]* |
| Dept. Chairs | *[Insert Y or N]* | *[Insert description of Impact]* |
| Finance Personnel | *[Insert Y or N]* | *[Insert description of Impact]* |
| HR Personnel | *[Insert Y or N]* | *[Insert description of Impact]* |
| Faculty | *[Insert Y or N]* | *[Insert description of Impact]* |
| Staff | *[Insert Y or N]* | *[Insert description of Impact]* |
| Students | *[Insert Y or N]* | *[Insert description of Impact]* |
| Subject matter expert groups | *[Insert Y or N]* | *[Insert description of Impact]* |
| External Stakeholders | *[Insert Y or N]* | *[Insert description of Impact]* |
| OTHER: *[List here]* | *[Insert Y or N]* | *[Insert description of Impact]* |

**What targeted communication and training procedures will be used to build awareness and engage effective implementation of the policy:**

*[Some examples of Communication Methods include: Meetings/Committees, email, Publications/Newsletters, websites, social media, education presentations (PowerPoints, videos, tip sheets), or other]*

| **Audience** | **Communication Method** | **Key Points of Focus** |
| --- | --- | --- |
| ALL University  | *[Insert Communication Method]* | *[Insert Key Points of Focus]* |
| Executive Leaders | *[Insert Communication Method]* | *[Insert Key Points of Focus]* |
| Deans | *[Insert Communication Method]* | *[Insert Key Points of Focus]* |
| Directors | *[Insert Communication Method]* | *[Insert Key Points of Focus]* |
| Dept. Chairs | *[Insert Communication Method]* | *[Insert Key Points of Focus]* |
| Finance Personnel | *[Insert Communication Method]* | *[Insert Key Points of Focus]* |
| HR Personnel | *[Insert Communication Method]* | *[Insert Key Points of Focus]* |
| Faculty | *[Insert Communication Method]* | *[Insert Key Points of Focus]* |
| Staff | *[Insert Communication Method]* | *[Insert Key Points of Focus]* |
| Students | *[Insert Communication Method]* | *[Insert Key Points of Focus]* |
| External Stakeholders | *[Insert Communication Method]* | *[Insert Key Points of Focus]* |
| OTHER: | *[Insert Communication Method]* | *[Insert Key Points of Focus]* |