

University Policy Communications Plan

| **Policy Title:** | **Policy Number:** |
| --- | --- |
|  |  |

|  |  |
| --- | --- |
| **Date Submitted to OARC Policy Coordinator** |  |

|  |  |
| --- | --- |
| **Effective Date of the Policy:** |  |

| **Authority Title:** | **Name and Email:** |
| --- | --- |
| **Approval Authority** |  |
| **Responsible Executive:** |  |
| **Responsible Officer:** |  |
| **Responsible Office:** |  |

*Check the applicable box:*

| **Select Policy Type** |  |
| --- | --- |
|  | 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 |  |  |
| Executive Leaders |  |  |
| Deans |  |  |
| Directors |  |  |
| Department Chairs |  |  |
| Finance Personnel |  |  |
| Human Resources Personnel |  |  |
| Faculty |  |  |
| Staff |  |  |
| Students |  |  |
| Subject Matter Expert Groups |  |  |
| External Stakeholders |  |  |
| Other (describe) |  |  |

**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 |  |  |
| Executive Leaders |  |  |
| Deans |  |  |
| Directors |  |  |
| Department Chairs |  |  |
| Finance Personnel |  |  |
| Human Resources Personnel |  |  |
| Faculty |  |  |
| Staff |  |  |
| Students |  |  |
| External Stakeholders |  |  |
| Other (describe) |  |  |