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**U Wide Form:**

UM

1641

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# Administrative Policy Plan

This administrative policy plan assists the President’s Policy Committee in determining the University’s need for the proposed policy, whether the risk of value is sufficient to warrant the dedication of resources needed for policy development and management, and whether the purpose and goal of the proposed policy may be accomplished in a different way.

page #’s

for multiple page forms

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|  |  |
| --- | --- |
| Date: |       |
| Administrative Policy Title: |       |
| Policy Owner or Designee: |       | Phone # |       |

#### Part 1: Needs Assessment

|  |
| --- |
| Provide a summary of the proposed policy. What is the policy’s purpose? |
|       |
| Please explain the reason for the proposed policy (why is the policy needed)? |
|       |
| Please response to the following questions relating to risk: | Response (yes or no) |
| Is there a law that requires the University to have this policy? |       |
| Does this policy help us implement a law? |       |
| In the absence of the proposed policy, what is the… | Enter High, Medium or Low Risk |
|  | Likelihood that unwanted behavior will occur? |       |
|  | Severity of financial consequences? |       |
|  | Severity of reputational consequences? |       |
|  | Severity of health and safety consequences? |       |
|  | Severity of management and operational consequences |       |
|  | Overall risk if this policy did not exist? |       |
| If you answered medium or high to any of the risk questions above, please provide additional details to explain the answer. |
|       |
| If not driven by risk, what other factors are driving the need for this policy? |
|       |
| What recent incidents have prompted the request for this proposed policy? |
|       |
| Does the proposed policy... | Response (yes, no, not applicable) |
|       Comply with Board of Regents policies?       Comply with Presidential Delegations of Authority?      Comply with federal and state laws, rules and regulations? |       Impact union contracts?      Impact existing policies, procedures, or forms?      Impact other relevant areas? |
| To what extent will the policy affect University employees (e.g., approximate number of employees or specific categories of employee groups?) |
|       |
| Describe how an equity lens was taken into consideration when your policy language was reviewed or drafted. (Ability; faith; race, ethnicity, and cultural identity/language; sexual orientation, gender identity and expressions; and socio-economic) |
|       |
| Was the policy draft modified based on these considerations? If yes, what was modified? |
|       |
| What are the financial (human resource, technology, operations, etc.) or other resource impacts of implementing this policy (e.g., cost savings, start-up costs, new systems or software? |
|       |
| Desired/required implementation date |
|       |

**Part 2: Development and Management Plan**

*This policy development and management plan will assist the responsible officer/policy owner in conducting a thoughtful review and assessment of what is needed to develop and implement the policy.*

*When answering the questions below, please consider your responses to the risk assessment questions. As a general rule, higher risk policies will need more frequent and extensive activities related to consultation, communications and training, enforcement and compliance, measures for effectiveness, and regular review. Higher risk policies should also less flexibility, discretion, and opportunity for exception.*

|  |
| --- |
| List the individuals who will fill the specified roles below. |
|       Responsible Officer (responsible for policy oversight)      Policy Owner (responsible for developing, implementing and managing the policy      Contact Person (first point of contact for policy users). |
| Identify how stakeholders were or will be involved in the policy development. |
|       |
| To what extent will the policy allow for manager discretion or flexibility? |
|       |
| What are the best practices in this area and how will they be incorporated into this policy? |
|       |
| If relevant, what is the criteria and process to be used to grant exceptions to the policy? |
|       |
| What targeted communications and training activities will be used to build awareness and enable effective implementation of the policy? |
|       |
| ***Please answer all four questions:***What position, within your organization structure, will be monitoring compliance with this policy? Explain how the policy will be monitored (e.g., sampling, exception reporting). What is the frequency for the proposed monitoring? To whom and how frequently will the results of the monitoring be communicated to your management? |
|       |
| How frequently will this policy undergo a comprehensive review (typically one to four years, depending on the level of risk)? |
|       |