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## **DEFINITIONS**

Policy: A written document that determines decisions, actions, and other matters applicable to the university as a whole or to a significant area of its operations. Policies are approved by the President or the Board of Trustees and are published for access to university faculty, staff and administration.

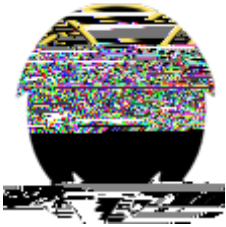
Department Rules and Procedures: May be written documents or verbally communicated information approved by the appropriate university administrator of that department or division.

## **GENERAL**

1. The University establishes policies and - to a lesser extent - University-wide procedures that govern the conduct and activities of the University and its employees.
2. University policies are not intended to be contractual in nature and will not under any







## PFEIFFER UNIVERSITY POLICY PROPOSAL FORM

Submitted by: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Job title: \_\_\_\_\_

Dept: \_\_\_\_\_

Is this proposal for:        a new policy  
                                      revisions to existing policy

Policy Title: \_\_\_\_\_

Policy Purpose (brief statement): \_\_\_\_\_

Rationale: \_\_\_\_\_

Connection to Pfeiffer's Mission, Strategic Plan, other policies, and/or other documents. (Please list all that apply and annotate as needed)

\_\_\_\_\_  
\_\_\_\_\_

Identify resources needed to implement and maintain compliance (human, financial, physical, operational, technological, other)

\_\_\_\_\_  
\_\_\_\_\_

Identify changes to Pfeiffer's systems, processes, culture and/ or other areas that may be involved.

\_\_\_\_\_  
\_\_\_\_\_

List any stakeholders who have been consulted. \_\_\_\_\_

Proposed Policy Content: \_\_\_\_\_

Definition of terms: (if needed) \_\_\_\_\_

For Academic policy proposals: Submit this form to the Provost's office

For all other policy proposals: Submit this form to your supervising Vice President or to Human Resources