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**Policy Development and Communication Tracking Sheet**

*The purpose of the Policy Development and Communication Tracking Sheet is to provide answers to common questions from the Policy Steering Committee during their review of an Institute policy proposal. The Policy Proposal Contact should be prepared to attend a meeting of the Policy Steering Committee to answer any additional questions.*

***Policy Title***:

***Academic or Administrative Department or Unit Responsible for Policy***:

***Policy Proposal Contact:***

***Date***:

1. **Reason for Policy**

*Describe briefly what led to the desire for this policy. Is there a new process or service, or one that has not been documented? Is there a new compliance requirement, or a need to update an existing policy (what is the deadline)? Include why policy is needed, how the policy will meet the need or solve the problem, what procedures may be required, what operational activities may be affected, and in which areas.*

1. **Policy Summary**

*Briefly summarize the key aspects of the desired policy, and how they accomplish the overall purpose for the policy.*

1. **Consistency with Strategic Goals, Other Institute Policies, and Related External Documents**

*Set a context for this policy in terms of Georgia Tech’s strategic goals, related Institute policies, state or federal laws, Board of Regents policies, or other regulations.  List related policies or regulations. Relate policy to Institute goals and/or department mission, strategies, etc. Please attach any reference documents that should be considered when drafting the policy.*

1. **Stakeholder Review of Policy**

*List all Institute stakeholders and constituents who were consulted during the drafting of this policy.*

*Some examples might include:*

* *Dean of Students*
* *Student Regulations Committee*
* *Faculty committee*
* *Associate Vice President, Facilities*
* *Vice President, Campus Services*
1. **Resources Needed for Policy**

*Describe any financial and/or nonfinancial resources that have been identified as needed in order to implement this policy.*

***Policy Communication Plan (Post Policy Approval)*** *The purpose of the Communication Plan is to provide a consistent framework by which new policies and substantial changes to existing policies are communicated effectively to those who might be affected by the policy.*

Major policy changes that affect a majority of campus should be communicated through the following mechanisms:

**Key Messages**

*What information needs to be communicated to the campus community about the Policy?*

**Who is the target audience? (Check Box):**

* Student Groups (SGA, GSGA, Student Involvement Communication)
* Faculty (Provost Communication, Faculty Senate, Rules and Regs)
* Staff (Staff Council Communication)
* Email List (BPN, BDF, ADMINET, HR List)
* Other List\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Method/channel of communication (Check Box)?**

* Policy List
* Whistle/Daily Digest/Technique (Major Policy Changes/New Policies)
* Unit/Dept Lists List\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Division Websites
* Mercury Calendar
* Electronic newsletters, boards, messaging
* Other List\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***VP Signature***

 Full Name Title Electronic Signature (GT User ID) Date

**Please submit completed Tracking Sheet along with the Policy Draft to Policy Specialist:** **policylibrary@gatech.edu**