

Submission Information			
Submission Date:		Policy Sponsor's Name:	
Responsible Office(s):		Policy Sponsor's Email:	
Responsible Official(s):		Policy Sponsor's Phone #:	

I. Background
<p><i>(The following points are merely guides to assist in drafting.)</i></p> <ul style="list-style-type: none"><li>• State whether this is a new or updated policy.</li><li>• Outline the events or conditions that give rise to this policy.</li><li>• Answer the question – “Why is this policy necessary?”</li></ul>

II. Policy Statement
<p><i>(The following points are merely guides to assist in drafting.)</i></p> <ul style="list-style-type: none"><li>• State Yale University's commitment to a relevant principle (optional).</li><li>• State the requirement(s) of the University community that this policy establishes.</li></ul>

III. Reason for Policy
<p><i>(The following points are merely guides to assist in drafting.)</i></p> <ul style="list-style-type: none"><li>• State what legal, regulatory, financial, operational, accreditation, technological, and/or social requirements this policy addresses.</li><li>• Identify what advantages this policy will bring to the University.</li></ul>

#### IV. Overview of Policy Content

*(The following points are merely guides to assist in drafting.)*

- State clearly the problem this policy is targeting.
- At a high level, but precisely, state the way(s) this policy will solve this problem.
- Outline, generally, the scope of the policy (e.g., what operational activities of the University will be affected, and what related areas will not be affected).

#### V. Impact on the University

*(The following points are merely guides to assist in drafting.)*

- Identify what resources (human, financial, physical, operational, technological, etc.) will be needed to implement and maintain compliance with this policy.
- Identify what change to Yale's culture and/or behaviors may be involved.
- Identify what operational activities may be affected.

#### VI. Stakeholders

- State all individuals, units, and/or functions affected by the policy, as well as those whose expertise relates to the policy's subject matter.
- Business Operations must always be included as a stakeholder.
- State specifically all individuals and/or units who must be consulted during drafting of the policy.

**VII. Timing Requirements for the Policy**

*(The following points are merely guides to assist in drafting.)*

- State the planned timing for implementation of this policy.

**VIII. Other Information**

- Please use this space as a supplement to previous sections and/or to indicate any other pertinent information not already included in this submission.