Office of University Compliance
Policy Owner Submission Checklist

This checklist is intended to ensure all new and revised policies are ready for Senior Policy Council review. Contact the Office of University Compliance (OUC) early in the development stage of a new or revised policy.

Policy Owner:
Policy Title:
Target Effective Date:

1. **Is the policy in the current University Policy Template?**

   ☐ Yes, I have reviewed the guidance in the [University Policy Template](#) to ensure fields are completed accurately and consistently.

2. **Does a similar policy exist at UConn or UConn Health?**

   ☐ Yes, I have conferred with the Policy Owner to determine if the policies may be consolidated or if there is a need to decommission

   ☐ No, this is an institutional policy

   ☐ No, this policy does not impact other campuses

3. **Are there any current policies that will be impacted by this new or revised policy?**

   ☐ Yes, I have conferred with the Policy Owner to ensure any conflicts are addressed and/or appropriate references are included in the policies

   ☐ No

4. **Does this policy impact a particular bargaining unit? If so, has the policy been vetted by Labor Relations?**

   ☐ Yes, I have conferred with the Policy Owner to determine impact on bargaining units and the policy has been reviewed by Labor Relations

   ☐ No, this policy does not impact any bargaining units

5. **Are procedures and/or forms updated accordingly?**

   ☐ Yes, I have conferred with the Policy Owner to ensure procedures and forms are updated

   ☐ No, there are no procedures or forms associated with this policy to be updated

6. **All Policy Submissions:**

☐ Policy Owners must submit finalized policies to the OUC no later than four (4) weeks prior to the target Senior Policy Council meeting date.

☐ Procedures and/or Forms, if applicable, are linked within the document.

a. **For All Policy Revisions, please ensure the following accompanies your submission to OUC:**

☐ 'Redline' version with tracked changes to the OUC

☐ 'Clean' version with the proposed changes accepted to the OUC

☐ Full Policy History with previous approval dates

☐ Provide a brief, 1-3 sentence summary of the substantive revisions to be shared with SPC and posted on the Policy website (upon approval from SPC and the President)

☐ Provide a list of stakeholder reviewers to the OUC