



UNIVERSITY POLICY COUNCIL

MEETING DATE: _____ **RESPONSIBLE OFFICER:** _____

POLICY TITLE: _____

EXECUTIVE SUMMARY: _____

RESPONSIBLE OFFICER'S SIGNATURE: _____

UPC MEMBERS IN ATTENDANCE:

- Chief Financial Officer and Treasurer
- General Counsel, Vice President and Secretary
- Provost and Chief Academic Officer
- Vice President for Development and Alumni Relations
- Vice President for External Affairs
- Vice President for Student Affairs
- Vice President and Chief Human Resources Officer

OTHERS IN ATTENDANCE:

POLICY DISSEMINATION

IDENTIFY PRIMARY AND SECONDARY POLICY USERS

Primary User is responsible for executing the policy as part of their job requirements.

Primary Users: _____

How will primary users' policy competence be assessed? _____

Secondary User should be aware of the policy and may refer to it from time to time.

Secondary Users: _____

POLICY ROLL-OUT – CHECK ALL RECOMMENDED CHANNELS OF COMMUNICATION

University-Wide

- | | | |
|--|--|---|
| <input type="checkbox"/> What's New @ Howard | <input type="checkbox"/> Bison Beat Newsletter | <input type="checkbox"/> Policy Website |
| <input type="checkbox"/> HU Website Front Page | <input type="checkbox"/> HU Press Release | <input type="checkbox"/> Social Media |

Targeted

- | | | |
|--|--|--|
| <input type="checkbox"/> Deans and Directors Meeting | <input type="checkbox"/> HR Onboarding | <input type="checkbox"/> New Faculty Orientation |
| <input type="checkbox"/> Faculty Senate | <input type="checkbox"/> Sponsored Research Training | <input type="checkbox"/> HUSO |
| <input type="checkbox"/> New Student Orientation | <input type="checkbox"/> Alumni Online Community | <input type="checkbox"/> HUSA |

Special

- | | | |
|--|---|---|
| <input type="checkbox"/> Leadership Training | <input type="checkbox"/> Town Hall Meeting | <input type="checkbox"/> Poster/Flyer |
| <input type="checkbox"/> Alumni Association Outreach | <input type="checkbox"/> Message to the Community | <input type="checkbox"/> HUH Magazine |
| <input type="checkbox"/> Howard Magazine | <input type="checkbox"/> WHUT Interview | <input type="checkbox"/> WHUR interview |

Initial Log-in Message on:

- | | | | | |
|-------------------------------------|-----------------------------------|---------------------------------|--|-------------------------------------|
| <input type="checkbox"/> PeopleSoft | <input type="checkbox"/> Bisonweb | <input type="checkbox"/> Banner | <input type="checkbox"/> Email Account | <input type="checkbox"/> Blackboard |
|-------------------------------------|-----------------------------------|---------------------------------|--|-------------------------------------|

OTHER POLICY DISSEMINATION NOTES: _____

UPC ACTION:

- Recommend for President's Approval
- Recommend with Comments: _____
- Table with Comments: _____
- Reject with Comments: _____

HOW WILL POLICY IMPLEMENTATION BE MONITORED?

RECORDED BY: _____ **DATE:** _____

Florence Prioleau, Esq., Senior Vice President and Secretary

Policy Title: _____