



UNIVERSITY POLICY COUNCIL

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

POLICY TITLE: _____

EXECUTIVE SUMMARY: _____

RESPONSIBLE OFFICER'S SIGNATURE: _____

UPC MEMBERS IN ATTENDANCE:

Dean, College of Medicine & Vice President, Clinical Affairs
Executive Vice President and Chief Operating Officer
Chief Financial Officer and Treasurer
Vice President, General Counsel and Secretary
Interim Vice President and Chief Human Resources Officer
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 Communications 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 W. Prioleau, Esq., Vice President, General Counsel and Secretary