POLICIES OF COLORADO STATE UNIVERSITY-PUEBLO

POLICY PROPOSAL/IMPACT STATEMENT
COVER SHEET

Policy Title:	Category:
☐ New Policy ☐ Revision of Existing Policy	Date:

Originator(s): _____   _____
                          Name   Date

Telephone: _____   Email: _____

Policy Sponsor: _____   _____
(If not Originator)   Name   Date

Telephone: _____   Email: _____

Reviewed by General Counsel?   ☐ Yes   ☐ No   Name & Date   _____

A. **Policy Description:**
Briefly describe the policy or revision to existing policy. If you are requesting an existing policy or guideline be revised, identify the existing policy or other source of guidance.

B. **Basis:**

Explain why the proposed policy or revision is desired. If there is a law, Board of Governors resolution, or other official directive that requires this policy be adopted, then be sure to include specific references and attach copies.

C. **Required Resources:**

Describe the existing resources (personnel, funds, space) that will be used to carry out and monitor compliance with the policy.

D. **Anticipated Impacts:**

Who will be affected by the proposed policy or revision (e.g., students, faculty, staff) and what are the anticipated impacts?

E.   Policy Development:
   What CSU-Pueblo Divisions (Vice Presidents) or Departments will be involved in policy development?

F.   Stakeholder Input:
   1.   What campus departments/constituents have been involved in the preparation of this Proposal? Is there a consensus among those involved that the Proposal should be advanced? Explain.

   2.   What is the Proponent's plan for obtaining stakeholder input during the Policy Development phase? List the campus departments and constituents whose review and comment will be solicited and taken into consideration.

G.   Administrative/Management Assessment:
What CSU-Pueblo department(s) or official(s) will be responsible for administering this policy (i.e., communications to campus, training, compliance monitoring, reporting, periodic review, etc.)

H.   Procedures, Guidelines and Forms:
Policies often require detailed procedures, guidelines or forms in order to be effectively implemented and uniformly applied. Have these been developed, and if not, who is responsible for creating them?

I.   Internal Controls:
What internal controls will be required to assure that its application is fair, uniform and consistent with sound business practices?

REVIEW AND APPROVAL BY THE PRESIDENT'S CABINET

☐ APPROVED TO PROCEED TO POLICY DEVELOPMENT

☐ NOT APPROVED

☐ MORE INFORMATION NEEDED

Cabinet Member	Date