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|  | POLICY COMMUNICATION PLAN |
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| **Current Policy Title:** | Click here to enter text. |
| **Proposed Title (if changed):** | Click here to enter text. |
| **Responsible Officer:** | Click here to enter text. | **Email:** | Click here to enter text. | **Ext.** | #### |
| **Policy Owner:** | Click here to enter text. | **Email:** | Click here to enter text. | **Ext.** | #### |

This document is not meant to replace communication generated by the Policy Advisory Committee concerning promulgation of and change to university policies. Rather, it has been developed as an optional tool for policy owners to plan targeted communications to various parts of the university community once a policy is in effect.

This document can be especially helpful if the new policy or changes to an existing policy set new behavioral expectations for the university community or create new procedures (now or in the future). Additionally, this document is meant to aid the policy owner in identifying audiences that could require specific training on the requirements and implementation of the policy.

When drafting a policy, consider:

1. Which audience/audiences is most directly impacted by the new or revised policy, and how?
2. Is there a required date for implementation?
3. Are there requisite for implementation that must be developed before the policy can go into effect?
4. Are there trainings that must happen before the policy can go into effect?

Choose the most appropriate audiences to which the communication should be directed, and the method(s) that best fits the intended audience and message. You may want to consider how significant the change is (if revised) when making your selections.

This is not meant to be a comprehensive university list, but a starting point for ensuring that the new information gets to the intended audience.

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| **Audience** | **Impacted (Y/N)** | **Email** | **Due Date** | **Assigned to** | **Message Focus** | **Meeting** | **Due Date** | **Message Focus** |
| Executive Staff |  |  |  |  |  |  |  |  |
| Deans |  |  |  |  |  |  |  |  |
| Directors |  |  |  |  |  |  |  |  |
| Other Dept. Heads / Supervisors |  |  |  |  |  |  |  |  |
| Faculty |  |  |  |  |  |  |  |  |
| Staff |  |  |  |  |  |  |  |  |
| Student Workers |  |  |  |  |  |  |  |  |
| All Students |  |  |  |  |  |  |  |  |
| Online Students |  |  |  |  |  |  |  |  |
| On-campus Students |  |  |  |  |  |  |  |  |
| Commuter Students |  |  |  |  |  |  |  |  |
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