

Instructions for Completing the Policy Approval Cover Sheet

The Policy Approval Cover Sheet is prepared by the responsible administrator or policy owner who is responsible for sponsoring the new or revised policy. After the policy is presented to the President's Cabinet and their feedback is incorporated, the responsible administrator must submit the revised policy (in track changes/full markup format) and the Policy Approval Cover Sheet to the CPP sponsor/vice president and chief of staff for approval. Upon approval, the Cover Sheet and draft policy are provided to the CPP Coordinator who notifies the responsible administrator of the status of the policy.

Policy Owner:

Fill in the name of the policy owner.

Policy Title:

Indicate the name of the policy.

Action Requested:

Check the appropriate box for a new policy, revision of existing policy, or retirement of and existing policy. Approval of an interim policy follows the same process as for new/revised policies. However, once the regular policy is developed, it must go back through the full approval process. Edits do not require President's Cabinet review.

President's Cabinet Review Date:

Enter the date of the President's Cabinet meeting at which the policy was presented. Upon the review of the policy by the President's Cabinet, the responsible administrator/policy owner must incorporate the feedback into the policy draft before submitting it for approval.

Policy Owner Signature:

The Policy Owner must sign and date the Policy Approval Cover Sheet, certifying that the policy has been drafted and vetted within the appropriate department and with other interested constituent groups. Note: only certain senior administrative officers may sponsor a policy in the approval process.

APPROVAL:

The policy owner forwards the Cover Sheet and the final draft of the proposed policy to the CPP sponsor/vice president and chief of staff for review and approval by the CPP sponsor and the president.

Notification of Policy Owner:

The Executive Assistant to the President/ CPP Coordinator will notify the policy owner of the policy approval.