# crestDePaul University

**Office of the Secretary**

**POLICY BACKGROUND MEMORANDUM**

DATE: (Will be filled in by the Office of the Secretary)

TO: Policy Review Group

FROM: The Office of the Secretary

Re: (Policy Name)

*Please answer the following questions for those that will review the policy:*

1. Is this a new or revised policy?
2. What events or conditions give rise to the creation or revision of the policy, and how will the policy address them?

* Compliance with new law or regulation?
* Business process improvement?
* Other

1. What is the advantage to the university community of adopting this policy?
2. What resources will be required of university units to comply with this policy?

* Human
* Technological
* Financial
* Other

1. How is the policy is consistent with:

* The university’s mission and values?
* Other university policies?

1. What university stakeholders were consulted in the development/revision of the policy?
2. Will there be any communication or training necessary for compliance with this policy? (Beyond the Office of the Secretary policy announcement)
3. Are there any special circumstances to consider while reviewing this policy? (ex. *The policy must be adopted within the next six months to comply with new regulations*.)