Policy Proposal & Impact Statement (PPIS)

New Policy / Revision / Elimination

Request to:

- ☐ Develop a new policy.
- ☐ Develop a new policy to replace an existing policy.
- ☑ Revisions to an existing policy.
- ☐ Eliminate an existing policy.

Existing Title and Policy number (if applicable): CWU 001-01 Policy Management

Policy(ies) replacing (If Applicable):

Submission information:

Date: 9-30-2025 Policy Writer's Name: Thomas Pedersen

Responsible Office / Unit: Office of Policy and Ethics

Responsible Policy Executive Joel Klucking, Senior Vice President for Finance and Administration

New Policy Title (If Applicable)

Reason(s) for New Policy / Change to Policy / Elimination of Policy:

Update policy language and definitions to clarify and align with current practice of how University Policies are managed.

Policy Statement (what does this policy do? Provide overview of content, major changes or impact)

Current Policy Statement is still relevant.

Changes/additions to General definitions section to clarify roles of Responsible unit and Policy Writer.

Fiscal Impact (What resources are needed to implement this policy / Any cost savings?).

NONE

Equity Impact (What is the potential impact on the CWU community, particularly historical under-served and marginalized individuals or groups. If any impact on DEI, identify the equity impact and the plan to eliminate barriers and/or impact).

NONE

Routing Instructions:

Policy Writer – After completing form, please submit to Policy Executive.

Policy Executive – After reviewing, please submit to University Policy Administrator.

University Policy Administrator – Will review and present Policy Proposal & Impact Statement (PPIS) to Executive Leadership Team and President prior to any further action.

Policy Executive Approval:

Name Joel Klucking Signature  Date 10/30/2025

Return PPIS to University Policy Administrator

President Approval

☑ Approve Policy Proposal & Impact Statement Signature 

☐ Remand to Policy Writer Date 11/5/2025

☐ Reject PPIS – *(provide explanation)*

Notes or Explanation:

Submit to University Policy Administrator via email at thomas.pedersen2@cwu.edu