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# Policy Communications Plan

OFFICE OF THE VICE PRESIDENT FOR POLICY & GOVERNANCE

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| Policy Name & Number:  |  |  | Date Last Reviewed:  |  |
| Policy Owner |  |  | Policy Author |  |

University Policy Communications Plan

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| Newly developed or revised policies will be communicated in the following manner:1. Office of the Vice President for Policy and Governance will publish policy news on the policy website and submit policy news for VT News publishing
2. University Relations’ policy communicators network will send applicable audiences an email notification. The network consists of communicators throughout the university footprint.
3. Responsible offices will implement additional communication streams identified during the policy development or revision process.
4. Responsible offices will implement applicable training or onboarding, as needed.

 Office of the Vice President for Policy and Governance Responsibilities

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| [ ]  Implements a standard communication plan by writing and submitting Policy News announcement for VT News publishing and policy communicators distribution.[ ]  Publishes and maintains updated policies on the policy website.[ ]  Collaborates with the Department of Human Resources and the Policy Advisory Committee to maintain a list of policies for: employee and student onboarding, annual reminders, and required training for acknowledgement. |  |  |

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## Policy Advisory Committee Responsibilities

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| [ ]  Review list of identified audiences affected by policy revision to ensure all impacted audiences are considered.[ ]  Recommend enhancements to proposed communication plan, if applicable. |  |  |
| [ ]  Advise on potential communication streams not previously identified. |  |  |

##  Policy Author Responsibilities

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| [ ]  Provide to the Office of the Vice President for Policy and Governance a bulleted summary of policy changes, based on policy revision content and search terms and a summary sentence for the policy website use.[ ]  Determine if additional communication plan is needed in addition to the standard communication plan (handled by the Office of the Vice President for Policy and Governance), with special attention to the policy audience (identified in SharePoint) based on policy context.[ ]  Implement additional communication streams identified during the policy development or revision process. |

## Policy Communications Network Responsibilities

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| [ ]  Using policy news documentation and email text provided by The Office of the Vice President for Policy and Governance, communicate to applicable stakeholders.[ ]  Maintain a master contact list of policy users.[ ]  Provide feedback on orientation and training plans used within the respective units for consideration in future policy revisions.[ ]  If policy changes impact handbooks, catalogs, procedures or forms, notify university personnel responsible for updates to those documents. |
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