



REQUEST FOR REVIEW FORM

Requestor/s: _____

Department/s: _____ Date: _____

Phone: _____ Email: _____

Type of Request

Concern/Issue *New Procedure* *Revised Procedure*

BOT/President only:
 New Policy *Revised Policy*

Instructions to Requestor:

To initiate the process, the requestor/s must submit a hardcopy and an electronic version of this form to the Shared Governance Council (sharedgovernance@luna.edu) along with an initial draft document in the format indicated below in either Microsoft Word or PDF, including copies of all referenced materials.

Document Title: _____

Requestor/s: _____

Date Submitted: _____

Introduction:

Justification/rationale for request:

Issue statement:

Write a brief, factual statement identifying the issue/problem/concern.

Basis:

Explain the reason for wanting the Shared Governance Council to address this issue at this time.

Related research details:

Impact, including cost effectiveness, relative to the College, its students, the community, outside entities and any other areas affected. Increases in cost must be researched, justified and estimated.

Anticipated outcomes or benefits:

Describe the overall outcomes or benefits expected.

Primary stakeholders:

Identify the organizational areas (institutional departments, programs, divisions or units) that will most need to be involved in the resolution of this issue.

Secondary stakeholders:

Identify other organizational areas that are impacted by this issue.

Issue has substantial impact in these areas: *(check any that apply)*

- Cross-function/institutional implications
- Policy/procedure implications (Please include number, if known. _____)
- Funding implications
- Student impact
- Employee impact
- Community impact
- Other (please specify _____)

Detailed procedures, if applicable.

Please provide forms, sample memorandums, and/or other support materials including research materials used.

Note: At any given step the document may be returned to the requestor/s if denied or if additional information is required.

Routing Action:

Task	Date	Approved	Disapproved	Comments/Signature
Document sent via e-mail to Shared Governance Council				
Timeline Established				
Document Reviewed by Shared Governance Council				
Initial Revisions made by SGC				
Document sent by SGC to LCC employees for input				
Final Draft Prepared by SGC				
Document sent for Legal Review – if applicable				
Legal Review Received (if applicable)				
Document Presented to LCC President				
Document forwarded by President’s office to employees, BOT and/or other entities as applicable				
Document filed in President’s office				

Shared Governance Council Use Only

Date Received: _____

Disposition by Council:

- Council will review
- Referred back to submitter.

Reasoning: _____

Forwarded/Referred to _____ Committee

Referred to other (Please Specify) _____

Additional Notes:
