## PRR Template Instructions: This template is intended for use in connection with the drafting of new or revised PRRs. Please note that the PRR review process Box must accompany all PRRs that are submitted to the EOM. The PRR review process box should be tailored to reflect the various approval entities or individuals who participate in the process of reviewing and commenting upon and/or approving PRRs by filling in the name of the appropriate body within the brackets and adding pertinent dates related to the review in the underlined area. Relevant administrative bodies may be the faculty, staff or student senates, the Dean’s Council, etc. Relevant committees or other bodies may be university standing committees or advisory committees deemed appropriate by the Executive Officer submitting the PRR for final Chancellor’s Cabinet Meeting/EO approval. Brief comments about recommendations made by reviewers may also be added.

**N.B. When using this template, please delete this entire instruction prior to submitting your proposed new or revised PRR.**

**PROPOSED REVISION TO:** REG/POL ##: Title of Reg/Pol

**Rationale:**

**Consultation Process:**

\_\_\_\_\_\_ [Insert Title of Administrator who initiates review of PRR] authorizes transmittal of PRR for review

\_\_\_\_\_\_ General Counsel preliminary review

\_\_\_\_\_\_ [Relevant NCSU administrative body] review, if applicable

\_\_\_\_\_\_ [Relevant NCSU committee or other body] review, if applicable

\_\_\_\_\_\_ General Counsel final review, if changes have been made

\_\_\_\_\_\_ Chancellor’s Cabinet Meeting, or official with delegated authority to review PRR

\_\_\_\_\_\_ University Council (recommendation/notification), if applicable *(OGC will complete)*

\_\_\_\_\_\_ Board of Trustees (approval/notification), if applicable *(OGC will complete)*