

POLICY TEMPLATE



[NAME OF POLICY]

Responsible Department:
Responsible Administrator:
Effective Date:
Reviewed/Updated Date:
Date of Scheduled Review:

I. PURPOSE

The Purpose is the heart of the policy and reflects the overarching "rules" or reasons driving the campus procedures (or processes). In other words, the Purpose answers why we do something. In this section, state the motivation or reason behind the enactment of the policy. This is generally one to two sentences.

II. SCOPE

State the segments of the university that may be affected by the policy. Generally, this is only one sentence long and begins, "This policy applies to"

III. DEFINITIONS

Defines any terms used within the policy that are unfamiliar, technical, or have a specialized meaning. Terms should be listed either in alphabetical order, or their order of use in the policy.

IV. PROCEDURE (OR PROCESS)

Procedures (or processes) represent an implementation of policy and typically evolve over time as new tools emerge, new processes are designed, and changes occur in response to internal or external environmental changes. In short, procedures answer how we do something. In this section, describe in concrete terms how the policy will work. In particular, describe the actions, steps, activities, or mechanisms through which the policy will be implemented and the persons responsible for each.

V. COMPLIANCE (Optional)

States what results if the policy is not followed, including what may happen to those who do not follow the policy.

VII. MISCELLANEOUS (Optional)

Provides any necessary or relevant information that was not covered in any of the other sections, such as forms or special instructions.