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| --- | --- |
| **Policy Number:** | [leave this table blank] |
| **Subject:** |  |
| **Issued by:** |  |
| **Approved by:** |  |
| **Approval date:** |  |
| **Effective date:** |  |
| **Revised:** |  |
| **To be Reviewed:** |  |

**PURPOSE:**

[Policies are directions that are given in response to a problem. State the reason why the policy needed. Briefly summarize the information covered in this section. A concise summary of the objectives may also be given if it helps to clarify the subject matter. The purpose statement should inform readers why the section was issued and what information they will find there.

What to include

The information in this section answers the question as to why the policy exists. Key areas that may be addressed include:

• legal or regulatory reasons

• description of conflict or problem the policy will resolve

• overall benefits

If there is a state or federal law with which this policy is aligned, it may also be specifically referenced in this section. If several laws are touched by topics contained within the policy, this list of references is better moved to the related information section.

What not to include

This section should not include the history as to how the policy was developed nor should it contain any procedural steps.]

**POLICY:**

[State exactly what people are supposed to do or not do.

What to include

This is the most important section of the administrative policy. It will provide specific direction for the intended audience. Questions that are typically answered through the policy statement include:

• Who is the primary audience? (Who needs to follow the policy?)

• In what situation(s) does this policy not apply?

• What are the major conditions or restrictions?

• What is expected of the employee or student?

• Are there exclusions or special situations?

Here are rules for the policy owner/writer to follow when drafting the policy statement:

• Sentences and paragraphs must be clear and understandable for the given audience.

• Acronyms may be used if spelled out completely the first time the phrase is used (e.g. principal investigator {PI} or National Incident Management System {NIMS}).

• Use strong action words (will, must, are responsible for, etc.). Do not use “shall” in the policy statement

What not to include

The policy statement should not include background details on the policy nor should it contain procedural steps. Avoid using a specific label, such as the name of a software product. Generic terms are more sustaining and require less maintenance.

**Definitions** {optional, as part of **POLICY**}
List unique terms that, by being defined, would add to the reader's understanding of the basic policy.

• Define unfamiliar or technical terms

• Define terms with special meanings.]

**PROCEDURE AND TIMELINE:**

[Procedures describe how the policy is implemented. The action steps (timeline) included here should clearly and accurately describe the process and responsibilities for accomplishing tasks governed by the policy. Procedures are the required process for the specific situation. The procedures should be organized for ease of use. Some policy sections may require multiple procedure headings for the different tasks addressed.]

**PERSONNEL RESPONSIBLE FOR IMPLEMENTATION:**

[Describe to whom the policy applies and for what aspects of the policy they are responsible.]

**PUBLICATION LOCATION:**

[List, in a complete sentence, the various places that the policy will be published. Bear in mind that some policies require public disclosure and must be accessible on the University web site, as well as catalogs, handbooks, *etc.*]

**REQUIRED REPORTING AND REVIEW:**

[Because policies are responses to a problem, someone must be responsible for ensuring that the policy is being met. An entity must be designated to report on policy compliance. This will usually occur in connection with that entity’s annual/assessment report. In addition, policies must be reviewed periodically to ensure that they are adequately addressing the initial problem or legal requirement, or if the policy is no longer needed. Include the body responsible for the review of the policy and the frequency of review.]

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**PURPOSE:**

**POLICY:**

**PROCEDURE AND TIMELINE:**

**PUBLICATION LOCATION:**

**REQUIRED REPORTING AND REVIEW:**