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| **Policy Title:**  **Responsible Office:** | |
| **Effective Date of Current Version:** | **Author:** |
| **Originally Issued:**  **Revised:** |

**Who Should Read This Policy**

*In list format, name individuals by role who need to understand this policy because:*

* *it impacts their work*
* *they need to be able to explain it to others, including those under their supervision*
* *they have a role in administering the policy*

**Introduction**

*A brief, one to two sentence, explanation of the university’s commitment to a value or mission, the reason why the policy is required, the problem the policy seeks to address, or any other legal, regulatory, or stewardship requirement that necessitates the policy.*

**Policy Statement**

*One or two sentences stating the policy’s intent, who must follow the policy, when the policy applies, and any mandated actions or constraints. Do not describe procedures. The Policy Statement may change during the development, review, and approval of the final draft policy.*

**Definitions**

*Include:*

* *terms that have specialized or particular meanings in the policy*
* *for which a definition would be helpful in understanding or complying with the policy*
* *industry-specific terms mentioned in the policy that might not be common knowledge for the average person.*

*Do not include:*

* *terms that will not be used in the policy*
* *information in a definition that does not pertain specifically to the definition of the term*
* *background information, additional descriptors, and other restrictions*

*List terms in alphabetical order*

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| [term] | [definition] |
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**Procedures**

*Detail the procedures that outline how the policy’s requirements will be met. The optional Responsibilities section below will mirror the Procedures section, but outline actions required according to role. This Procedures section lists actions according to the tasks themselves.*

**Responsibilities**

***This section is optional.*** *Delete if not using. Only include it if detailing actions according to role will help users understand their roles.*

* *Use subheadings to categorize procedures. Because procedures represent tasks, these subheadings are best written in active voice, e.g., “Drafting Procedures.”*
* *Reference the title of the individual or department responsible for the task rather than using general terms like “you” or “the department”.*
* *The Procedures section is informational and will change as frequently as systems and processes change. Keep that in mind when choosing which procedures to include in a Policy document, and which to maintain in a separate, corresponding SOP.*

**Contacts**

[title] at [email]

**References**

**Revision History**

*Enter in reverse chronological order.*

*Delete this section for new policies.*

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| --- | --- |
| *Effective date of revision* | *Enter a summary of each published version into each individual cell.* |