Policy Title (Style = Policy Title)

Number: University Governance assigns new policy numbers (Style = Meta info)

Audience: Intended audience

Issued: Date a new policy is issued to its intended audience

Last revised: Leave blank; Date a revised policy is issued to its intended audience

Owner: Position responsible for keeping the policy current (generally AVP or above)

Approved by: Position or office responsible for approving the policy

Contact: Position and phone number of the person readers can contact if they have questions

Introduction (Style = Policy Heading 1)

The scope and purpose of the policy and important background details. (Style = Body)

The Introduction section is mandatory.

Definitions

Policy-specific terms and their definitions.

* Term – definition (Style = Unordered List)
* Term - definition

Policy

The rules. What is or is not allowed. What must or must not be done.

This section may contain a number of subtopics; one such subtopic could be roles and responsibilities.

The Policy section is mandatory.

Roles and Responsibilities (Style = Policy Heading 2)

Position/Title (Style = Policy Heading 3)

* role or responsibility,
* etc.

Position/Title

* role or responsibility,
* etc.

Consequences for Noncompliance

What happens when someone does not comply with the policy.

There may be consequences for the University as well as the person.

The Consequences for Noncompliance section is mandatory.

Processes

What the policy means to University activities. How it works. What happens.

This section may contain a number of subtopics or processes.

Subtopic/Process

1. (Style = Ordered List)

Related Information

A list of documents that contain pertinent, related information (acts, regulations, other policies, strategies, procedures, forms, etc.)

* Document title
* Document title