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|  | UNIVERSITY POLICY TEMPLATE - SIMPLIFIED |

This template must be completed for all new/proposed university policies. This template is designed to be a simplified version of the official university policy template given to the policy owner to assist in the drafting of an official university policy which contains all the headings and sections of the official policy template, but not the intricate formatting of the official document.

This template is a companion to the University Policy Style Guide and is designed to assist policy writers to organize the content of a policy according to the official policy template used at North Central University. In all cases, refer to the University Policy Style Guide for clarification and guidance on specific policy sections.

Do not hesitate to contact the a member of the Policy Advisory Committee for assistance.

Write inside the provide tables/cells. Tables/cells will expand as you write so do not feel limited by the initial size of the table/cell.

Delete instructions (in italics) when you no longer need them.

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|  | UNIVERSITY POLICY |

POLICY TITLE:

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| *Enter Title Here* |

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| RESPONSIBLE OFFICER:  |  |
| POLICY OWNER:  |  |
| POLICY CONTACT:  |  |

1. POLICY STATEMENT:

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| States the policy’s intent, who must follow the policy, when the policy applies, and any mandated actions or constraints. It doesn't describe procedures. While this is sometimes the same policy statement that appears on the policy plan approved by the Policy Advisory Committee (PAC), it may change during the development of the final draft policy. |

1. REASON FOR POLICY:

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| Generally, two to four sentences, the “Reason for Policy” cites the university’s commitment to a value or mission, why the policy must exist, the problem, risk, or conflict the policy seeks to address, and/or cites any legal, regulatory, stewardship or other requirement the policy aims to meet. |

1. POLICY SCOPE:

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| List persons who must understand the policy in order to do their jobs.Examples:* All members of the university community
* All regular staff members
* Deans, directors, and department heads
* Unit human resource representatives
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1. PROCEDURES:

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| A university policy at North Central University must contain some procedures for compliance that outline how the policy’s requirements will be met. Procedures should be listed in the order in which they are carried out. If there is no particular order, procedures will be listed alphabetically.The specific procedure titles should be listed here.When possible, procedures should be step-by-step instructions to implement the policy—not additional policy criteria, policy addendums, appendices, or supplemental information to the policy statement. |

1. FORMS/INSTRUCTIONS:

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| Forms  |
| Links to University-wide forms used in following this policy and procedure(s) will be displayed here. Necessary forms that are hosted on another site, such as a federal or state website, may also be listed.* Form one
* Form two
 |
| Instructions |
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1. APPENDICIES:

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| Appendices are used for informational material that is helpful in understanding the policy, but not directly related to the implementation of the policy, i.e., not procedures. Content may include graphics or text. Appendices will be listed in alphabetical order.* Appendix 1
* Appendix 2
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1. ADDITIONAL CONTACTS:

Each policy should have a minimum of one contact listed. This person is the subject matter expert who could answer most of the questions and direct them to additional resources as needed. If the first point of contact is a position within the unit (e.g., human resource representative), the listing could specify that distinction in the Contact column. Phone and fax numbers would be left blank.

Contacts may be listed in the order of most important or most frequent, rather than an alphabetical listing.

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| **Subject Matter** | **Contact** | **Phone** | **Email** |
| Primary Contact | First Last | xxx.xxx.xxxx | xyz@northcentral.edu |
| Policy Clarification and Interpretation | Name | Phone | Email |

1. DEFINITIONS

List unique terms that, by being defined, would add to the reader's understanding of the basic policy or procedures. Subject matter terms, if lengthy, should be included in a glossary in the Appendices. Define unfamiliar or technical terms. Define terms with special meanings. Definitions will be posted in alphabetical order.

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| **Term***(alphabetical order)* | **Definition** |
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1. RESPONSIBILITIES

List the individual roles or units who are responsible for some portion of the policy and process. This may include the intended audience (e.g., faculty, student), operating units, departments, and even organizations outside of the University. Summarize the major responsibilities, describing the “what” but not the “how” of the responsibility. More details can be provided, if needed, in any associated procedures linked to the policy. The list of responsibilities will be posted in an order defined by the policy owner, typically in order by importance or level of involvement in the policy.

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| --- | --- |
| **Responsible Party** *(alphabetical order)* | **List of Responsibilities** |
| **Job Function 1** | Responsibility 1Responsibility 2Responsibility 3 |
| **Job Function 2** | Responsibility 1Responsibility 2Responsibility 3 |
| **Job Function 3** | Responsibility 1Responsibility 2Responsibility 3 |

1. RELATED INFORMATION:

*List information that supports the specific policy. These documents may be internal or external to the University, such as references to state or federal laws. Common examples are:*

* *Associated Board of Regents policies.*
* *Other university policies or procedures that relate to this specific policy.*
* *Final reports or other key background documents.*
* *Relevant Legislation associated/referenced with the policy.*

*The list of related information will be displayed in an order defined by the policy owner, typically in order by importance or level of involvement in the policy.*

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| **University Policies and Procedures** |
| *Place text here. All documents go into one cell.*Document oneDocument two |
| **Relevant Legislation** |
| *Place text here. All documents go into one cell.*Document oneDocument two |
| ***Other Related Information*** |
| *Place text here. All documents go into one cell.*Document oneDocument two |