

Appendix I

Manual of Policies and Procedures Template for Policies

Policy #

Title:

Date of Current Revision

Primary Responsible Officer:

Secondary Responsible Officer:

1. PURPOSE

Subject of the policy and what it is trying to accomplish, in one sentence, if possible

2. AUTHORITY

Basis for university's authority or responsibility to make this policy (state or federal statute, state or federal regulation, board directive, inherent power, etc.)

3. DEFINITIONS

Words that might be confusing, have different possible meanings, or are being used in a specific way

4. APPLICABILITY

To whom does the policy apply (board members, administrators, faculty, staff, students, visitors, etc.)?

5. POLICY

Each policy statement should be phrased separately in numbered paragraphs of one sentence, if possible

6. PROCEDURES

Details of how to make the policy work

7. RESPONSIBILITIES

What office has the job of making the policy and procedures work, in detail, including office with primary responsibility and those "Also Responsible"?

8. SANCTIONS

What happens to violators, and who makes the decisions

9. EXCLUSIONS

Any circumstances that might apply to excuse conformance with the policy

10. INTERPRETATION

Who gets to say what the policy means and how to apply it

Previous version

The date of the previously posted version of the policy

Approved by the president

The date that the president last approved the policy

APPROVED: _____ DATE: _____

INDEX TERMS

APPENDICES

Anything that would help to implement the policy (i.e., a form or example of a memorandum)