

policy and Procedure

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| Title: | **The title should be short and reflective of the content covered in the Policy Statement and Procedure Details.** |

## Policy Statement:

This should be a short section that outlines the content of the policy, addressing only the most pertinent elements. The Policy Statement is not about implementation or procedure, rather, it is the rule that governs implementation. It is this section that will be reproduced in the University Catalog, Faculty Handbook, and/or Student Handbook where/if appropriate.

## Procedure Details:

In this section, provide the reader with the necessary procedural and “how to” information. This can be an outline of each step required, a checklist of what needs to be done, an explanation of how to complete the necessary forms or screens (including copies of the forms or screens), or an appropriate combination of these techniques. Additionally, indicate in this section which departments, offices, and/or position titles are responsible for each part of the procedure. These departments, offices, and/or position titles should also be included in the section titled, "Offices Directly Affected by the Policy."

Publish Policy Statement **(click on box next to option-select all that apply):**

[ ] University Catalog

[ ] Faculty Handbook

[ ] Staff Handbook

[ ] Student handbook

## Definitions:

Unique terms that by being defined, add to the reader’s understanding of the policy. Do not leave this field blank. If there are no definitions, then enter in ‘NA’.

## Exclusions:

List all exclusions (groups, position titles, funding, etc.) to the policy. Do not leave this field blank. If there are no exclusions then enter in ‘NA’ and it will be assumed that the policy applies across the University.

## Offices Directly Affected by the Policy:

List the departments, offices, and/or position titles (do not include a person’s name) that have a direct stake in the policy. They must be consulted during the development of the new policy and before final approval by Cabinet. They must also be consulted about any revisions to the policy.

History: Provide an audit trail for the policy and procedure that includes: (1) the date the policy and procedure was created, (2) the date the policy and procedure was approved by the Office of Institutional Effectiveness (OIE), (3) the date the policy and procedure was approved by Cabinet, and (4) the date of the most recent review and/or revision by the responsible office. Even if there is no revision completed, this section should indicate that a review took place.

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| Effective Date: | This is not necessarily the approval date. This date should indicate when the policy becomes effective for the University. For example, some policies may not go into effect until the semester start date following policy approval. In those instances, this date will reflect the date of the next semester start. |
| Responsible Office(only one): | Identify the office/position title (do not use a person’s name) that will serve as the executor of the policy, handle questions regarding the policy and procedure, and be responsible for updates to the policy and procedure, thereby ensuring that the content reflects any changes. |
| Review Date: | Policies are reviewed or revised annually by the responsible offices. Reviewed or revised policies and procedures shall be sent to the OIE during the annual review process, held during the summer semester. |

## Appendix:

Include any supporting documentation that would be of use for the interpretation, future evaluation, or revision of the policy and procedure. Examples include: the text of the law or regulation that required the creation of the policy or which the policy was designed to comply with and meeting minutes documenting open forum discussion (e.g., arguments for and against, resulting vote).