



Policy Title (Style = Policy Title)

Category:	Category or type of policy document, e.g., governance or operations, etc.
Number:	Policy number
Audience:	Intended or primary and secondary audience
Issued:	Date first issued/approved (when an existing policy is revised, this will change to "Last revised")
Owner:	Title of person responsible for maintaining the policy
Approved by:	Group or office responsible for authorizing the policy
Contact:	Title (and perhaps phone #) of person to contact for information/help

Introduction (Style = Policy Heading 1)

Outline the policy scope, purpose, and important background information. (Style = Body)

Definitions

Define policy-specific terms.

Term (Style = Policy Heading 3)

Definition (Style = Body)

Term

Definition

Policy

Outline 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.)

Role and Responsibilities (Style = Policy Heading 2)

Position/Title (Style = Policy Heading 3)

- Responsibility (Style = Unordered List)
- Responsibility

Position/Title

- Responsibility
- Responsibility

Consequences for Noncompliance

Outline what happens if the intended audience/user does not comply with the policy. (There may be consequences for the University as well as the intended audience/user.)

Related Information

Identify related documents/information (acts, regulations, policies, strategies, procedures, forms, etc.

- Document Title
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