*Italicized instructions provided in this template are for guidance in Policy creation and should be deleted as Policy content is inserted. Sections that are not applicable should be removed. Subsections may be added as needed, but main sections (denoted by double-lines) should remain consistent with this template.*

**Template for Unit Policy**

*Remove “Template for” and leave “Unit Policy” to indicate the document type.*

**Title**

**[Unit Name]**

**Policy on [Policy Title]**

*Place a Policy title of no more than ten words here. The format above is recommended, but not required. Make sure that the title is as concise and descriptive of Policy content as possible and contains the word “Policy.”*

**Introduction**

**PURPOSE**

*Describe the purpose of this document, along with any background information that may be relevant to the reader.*

**SCOPE OF APPLICABILITY**

*Who and or what the Policy applies to: Lists groups who must know and adhere to the Policy*

**Policy**

**Policy Statement**

*The Policy statement should be a concise statement of the Unit’s intent regarding the topic of the Policy and expectations regarding compliance with it. The Policy statement should also communicate clearly how broadly the Policy is to be applied, exceptions, and references to applicable Procedures.*

**Exceptions** *(if applicable)*

*List of common exceptions to the Policy and how they will be handled*

**Definitions**

*Definition of keywords and acronyms used in the Policy. Procedures or Standards making use of the same definitions may refer back to a Policy definition section to avoid redundancy or transcription error.*

*Remove this section if not applicable.*

**Related Requirements**

*In this section, provide references to related regulations. This may include related Policies, internal or external Standards, supporting Procedures, governing statute or applicable regulation.*

**External Regulations and Consequences** *(if applicable)*

*External driver for the Policy (e.g., University, Federal, GA, accreditation, regulation) with link to regulation if available)*

**Unit Policies, Standards, and Procedures** *(if applicable)*

*Unit Standards and Procedures are separate but may be linked from the Policy. Nomenclature of matching Procedures should match Policy (e.g.: Policy 1.2 would have Procedure named 1.2.1 or “Policy on Tree Maintenance” would have “Procedure for Tree Maintenance.”)*

*Remove this section if not applicable.*

**Contact Information**

**Policy Contact(s)**

*Provide the most appropriate contact information for those seeking information on interpreting the Policy or providing Policy feedback. Multiple contacts may be appropriate, and sufficient explanation should be provided to direct individuals to the correct contact.*

**Other Contacts** *(If applicable)*

*If the Policy requires actions involving contact (e.g. reporting stolen equipment, security breach, or consulting the University Ombuds), contacts should be provided for those activities.*

**Important Dates**

*This section must contain: the original effective date for this Policy or any direct predecessors that this Policy supersedes. All revision dates for the Policy and dates when the Policy was reviewed. Note each date with changes (if revised) or “no change required” (if reviewed) and title of approver or reviewer.*

* Effective Date and title of Approver:
* Revision and Review Dates, Change notes, title of Reviewer or Approver:

Approved by:

[Name of Issuing Officer Signing the Policy] Date

[Title of Issuing Officer]

*Note, signature should be removed from publication version.*