* *Italicized instructions provided in this template are for guidance in Policy creation. Please delete the instructions as you add content.*
* *Please delete any sections marked with “if applicable” if they do not apply to your Policy.*
* *You may add subsections as needed, but main sections should remain consistent with this template.*

# Unit Policy

# Title

*(Unit Name)* \_\_\_\_\_\_\_\_\_:Policy on \_\_\_\_\_\_\_\_\_

* *What is a short, descriptive title that will tell users what this Policy is about?*

# Introduction

## Purpose

* *What Unit problem does this Policy address?*
* *How does this Policy solve that problem?*

## Scope

* *Who does this Policy apply to? (Keep in mind that a Unit Policy can only apply to the same Unit)*
* *Are there particular groups within the Unit who must know and follow this Policy?*
* *Are there groups within the Unit that this Policy does NOT apply to?* 
  + *If it’s a succinct statement, you can exclude groups here.*
  + *If the exclusions will take more space to explain, use the “Exclusions” section below.*

# Policy

## Policy Statement

*The Policy statement should:*

* *Clearly explain the Unit’s rules and intentions;*
* *Outline any expectations regarding Policy compliance;*
* *Communicate how broadly this Policy will be applied;*
* *Be written in plain language;*
* *Be as concise as possible, while remaining thorough; and*
* *Incorporate the Ethics and Policy Office’s Style Guide to address equity and accessibility needs.*

## Exceptions *(if applicable)*

* *Are there any times this Policy shouldn’t be applied?*
* *If specific groups can’t be succinctly excluded in the “Scope” section:* 
  + *Expand on common situations when this Policy wouldn’t be applied and how those situations would be handled, and/or*
  + *Reference a different Policy that would apply in those situations.*

# Definitions *(if applicable)*

* *What keywords or acronyms have you used in your Policy?*
* *Define any terms that could have multiple meanings across other Units/Departments and how those terms fit into this specific policy.*
* *Include terms that appear in this Policy, or related Procedures or Standards. Having all relevant definitions under one policy allows those related Procedures and Standards to refer to this Policy definition section to avoid redundancy or errors.*

# Related Requirements

## External Regulations *(if applicable)*

* *Is this Policy connected to any Policies, Laws (federal, state, local, regulations), and/or Accreditation requirements?*
* *Are there any related UNC System-wide Policies?*
* *Is this Policy connected to any UNC-Chapel Hill Policies, Procedures, or Standards?*
* *Are there any other resources or materials readers of this Policy might likely refer to or need to follow or understand this Policy?*

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

* *Is this Policy connected to any other Unit Policies, Procedures, or Standards?*

# Contact Information

*Any reader of this Policy needs to be able to contact someone with questions about this Policy or to provide feedback. The Policy can name:*

* *A particular individual (i.e. John Doe),*
* *A specific title (i.e. Associate Director of Ethics and Policy), and/or*
* *A general contact (i.e.* [*policy@unc.edu*](mailto:policy@unc.edu)*).*

*That person will be the point of contact for all questions relating to the Policy in general.*

*If there are individuals/groups that have particularized knowledge of subsections of this Policy, those people/groups may be listed under “Other Contacts” to provide additional information to the reader.*

## Primary Contact

**Name:**

**Telephone:**

**Email:**

## Other Contacts *(if applicable)*

**Subject:**

**Name:**

**Telephone:**

**Email:**

## Publication Details

* Who is the “Issuing Officer”? \_\_\_\_\_\_\_\_\_\_\_   
  *This is the person with the authority to issue this Policy on behalf of the University – they must be a Dean/Vice Chancellor/Unit Head or that person’s designee.*
* What is the “Effective Date”? \_\_\_\_\_\_\_\_\_\_\_   
  *This is when the Policy goes into effect.*
* What is the “Next Review Date”? \_\_\_\_\_\_\_\_\_\_\_  
  *The Policy should be reviewed on a regular basis to make sure all content, links, etc. stay up-to-date. The default interval for review is one (1) calendar year but you may choose a date three (3) calendar years away for items that are less risky and/or less likely to change over time (for example, policies that rely on external regulations). You may also choose a date that fits best with your Unit’s annual schedule.*