* *Italicized instructions provided in this template are for guidance in Procedure creation. Please delete the instructions as you add content.*
* *Please delete any sections marked with “if applicable” if they do not apply to your Procedure.*
* *You may add subsections as needed, but main sections should remain consistent with this template.*
* *Standards are optional documents making them more flexible. Standards may contain “Procedure” information if doing so would be clearer to the intended audience than having separate documents.*

# Unit Standard

# Title

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

* *What is a short, descriptive title that will tell users what this Standard is about?*
* *Does this Standard relate to a Policy? If so, the title should reflect that connection. For example, if there is a “Unit: Policy on Tree Management”, this would be a “Unit: Standard on Tree Management”.*

# Introduction

## Purpose

* *What expectations are you trying to explain?*
* *Is there background information that is helpful to understanding this Standard?*

## Scope

* *Who does this Standard* *apply to? (Keep in mind that a Unit Standard can only apply to the same Unit)*
* *Are there particular groups within the Unit who must know and follow this Standard?*
* *Are there groups within the Unit that this Standard* *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.*

# Standard

*The Standard should:*

* *Set minimum expectations;* 
  + *Constituency for committees,*
  + *Frequency for a compliance activity,*
  + *Required sets of information to be collected or provided,*
  + *Minimum technical specifications*
* *Outline information that is expected to change over time;*
* *Be information that is too detailed to include in a related Policy;*
* *Be written in plain language;*
* *Be as concise as possible, while remaining thorough; and*
* *Incorporate the University’s Style Guide to address equity and accessibility needs.*

## Exceptions *(if applicable)*

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

# Definitions *(if applicable)*

* *Refer to the related Policy which includes all definitions for that Policy and related policy documents including this Standard.*
* *If there is no related Policy, what keywords or acronyms have you used in your Standard?*

# Related Requirements

## External Regulations *(if applicable)*

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

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

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

# Contact Information

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

* *A particular individual (i.e. John Doe),*
* *A specific title (i.e. Associate Director of Ethics and Policy), 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 Standard* *in general.*

*If there are individuals/groups that have particularized knowledge of subsections of this Standard, 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 Standard* *on behalf of the University – they may be a Dean/Vice Chancellor, but are normally a designee of the Unit’s Issuing Officer.*
* What is the “Effective Date”? \_\_\_\_\_\_\_\_\_\_\_   
  *This is when the Standard* *goes into effect.*
* What is the “Next Review Date”? \_\_\_\_\_\_\_\_\_\_\_  
  *The Standard* *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.*