Policy Template: Guide and Formatting

Texas Christian University Policy

Policy Title: This is the title of the policy and primary means for identifying a policy. The title should be clear, concise and accurately reflect its content.

Policy Subject: Subject of the policy

Division: The Division or Department responsible for issuing and maintaining policy

Policy Number: Policy number (if applicable)

I.   **Applicability**
       This section contains information regarding the individuals and/or groups affected or governed by the policy. If exclusions apply, please list the persons, units or situations not covered or governed by the policy.

II.   **Policy Statement and Purpose**
       The statement and purpose outlines the legitimate interests of all parties, speaks to the underlying TCU values, describes the issue or conflict the policy will resolve, and cites any legal or regulatory reason for the policy.

III.   **Policy Definitions**
       Define unique terms or terms that have specialized meanings in the policy, adding to the reader's understanding of the policy. List all terms alphabetically and use bold formatting on each term to be defined, separating the term from the definition with a colon.
       a. **Term 1:** Define term
       b. **Term 2:** Define term

IV.   **Policy**
       Expand on the Policy Statement and Purpose by describing what is required or expected of those to whom the policy applies. State the requirements, conditions, or restrictions that apply. The actual steps that are necessary to implement the policy shall be covered in a corresponding Procedures document.

V.   **Enforcement**
       Describe the appropriate sanctions, if any, which may be enforced due to lack of adherence to the policy. This may include disciplinary action of employees or students and/or civil or criminal penalties.

Policy Template: Guide and Formatting

VI.   Administrative Responsibility
The department, office, or division responsible for administering, reviewing, revising, and interpreting the policy, in addition to being charged with enforcing the policy.

VII.   Policy History
Use this section to provide, chronologically, the history of when the policy was initially issued, followed by any dates of revision, review, and archival.
Issued: MM/DD/YYYY
Revised: MM/DD/YYYY
Edited: MM/DD/YYYY
Edited: MM/DD/YYYY
Reviewed: MM/DD/YYYY

VIII.   Related Policies and Information
Listing of any other polices or information that are referenced in the policy and/or are related to the policy. If the policy references applicable federal and/or state laws and regulations, these references should also be listed. Where applicable, include a hyperlink for each item listed.

IX.   Appendix
Appendices are used for informational material that is directly related to the implementation of the policy. This could include Procedures for compliance, Forms that required for compliance with the policy, or other related documents, such as a Frequently Asked Questions (FAQ) document. <u>If there are no appendices, state, "There are no appendices to this policy"</u>.

X.   Approved By and Approval Date
Policy must be approved in accordance with the Formulation and Issuance of University Policies and the Policy Development Process.
Example: Approved by Chancellor's Cabinet, January 1, 2020.