

CLAYTON STATE UNIVERSITY POLICY TEMPLATE

POLICY TITLE:

POLICY NUMBER:

TYPE OF POLICY:

LAST REVIEWED DATE:

NEXT REVIEW DATE:

RESPONSIBLE ADMINISTRATOR:

POLICY OWNER:

POLICY CONTACT:

I. POLICY STATEMENT:

States the policy's intent, who must follow the policy, when the policy applies, and any mandated actions or constraints. It does not describe procedures. While this is sometimes the same policy statement that appears on the policy plan approved by the Policy Advisory Committee (PAC), it may change during the development of the final draft policy.

II. REASON FOR POLICY:

Generally, two to four sentences, the “Reason for Policy” cites the university’s commitment to a value or mission, why the policy must exist, the problem, risk, or conflict the policy seeks to address, and/or cites any legal, regulatory, stewardship or other requirement the policy aims to meet.

III. POLICY SCOPE:

List persons who must understand the policy in order to do their jobs.

Examples:

- All members of the university community
- All regular staff members
- Deans, directors, and department heads
- Unit human resource representatives

IV. POLICY

Actual University Policy -Defines the university policy to be enacted

Direct questions regarding Policy Clarification and Interpretation to:

Name

Email

V. PROCEDURES:

A university policy must contain some procedures for compliance that outline how the policy's requirements will be met. Procedures should be listed in the order in which they are carried out. If there is no particular order, procedures will be listed alphabetically.

The specific procedure titles should be listed here.

When possible, procedures should be step-by-step instructions to implement the policy—not additional policy criteria, policy addendums, appendices, or supplemental information to the policy statement. The specific procedure titles should be listed here - for example

Data Access- State procedure

Student Conduct-State procedure

VI. DEFINITIONS:

[List unique terms that, by being defined, would add to the reader's understanding of the basic policy or procedures. Define unfamiliar or technical terms. Define terms with special meanings. Definitions will be posted in alphabetical order.]

VII. References/Sources:

List information that supports the specific policy. These documents may be internal or external to the university, such as references to state or federal laws. Common examples:

- Associated Board of Regents policies.
- Other university policies or procedures that relate to this specific policy.
- Final reports or other key background documents.
- Relevant Legislation associated/referenced with the policy.

The list of related information will be displayed in the order defined by the policy owner, typically in order of appearance of importance or level of involvement in the policy.

Links to university forms used in following this policy and procedure can also be referenced here.

Policy History:

Revision Date	Author	Description
[date revised]	[who changed]	[what changed-i.e., reviewed no changes]