Title of Policy or Procedure

(DRAFT)

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| --- | --- |
| **This area to be completed by the Policy Office** | |
| **Responsible Official:** | Position/title of the senior-level executive over the Responsible Office |
| **Responsible Office:** | The office responsible for the functional area and administration of this Policy/Procedure, where the Policy Owner resides. |
| **Issuance Date:** | mm/dd/yyyy The date the responsible officer issues the policy. |
| **Effective Date:** | mm/dd/yyyy The date the Policy is first enforceable. |
| **Summary:** | One sentence summary of the policy. |
| **Scope:** | Identify whom or what this Policy/Procedure applies to. |

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| **Contact:** | Name and Title of the Policy Owner designated by the Responsible Officer as responsible for interpreting and responding to questions about the Policy. |
| **Email:** |  |
| **Phone:** |  |

**Note on formatting:** Throughout this document you will find a line break at the start and end of each section. Editing of the headers and these line breaks is restricted to avoid formatting mishaps. This enables you to more easily select and replace the template text without adopting the style/formatting of the headers. Use Styles rather than adjusting the formatting for a more consistent and accessible result. If you are having trouble with this template, please reach out to our office.

Questions, feedback, or tips and tricks gladly accepted at [policy@ucmerced.edu](mailto:policy@ucmerced.edu)

1. SUMMARY

This section should answer the question: ***Why do we have this policy/procedure?***

* Summarize the information covered in the policy. This summary should quickly inform readers why the policy was issued and what information they will find there.
* Include the legal, regulatory, financial, operational, accreditation, technological, or social requirements this policy addresses.
* Do not restate policy. Instead, reference the source of authority and/or existing policy briefly, ideally in three or fewer sentences.
* A concise summary of the objectives of the policy may be included, if it helps to clarify the subject matter.
* Include the scope of the policy/procedure; ***Who or what is affected by this policy/procedure?*** List any constituency within the campus community expected to abide by the policy/procedure.
* Do not describe **how** the policy is carried out.

1. DEFINITIONS

Include definitions of terms used frequently throughout the policy that would increase the reader’s understanding (e.g., technical, uncommon, specific to this policy) in alphabetical order. Avoid defining common terms unless the common term has a specific and/or non-conventional use within the policy. Terms appearing only once in the document should be omitted from the definitions section and defined where the term appears. Defined terms should be capitalized throughout the document. Use this format for definitions:

***Term 1*:** Text briefly describing the definition.

***Term 2*:** Text briefly describing the definition.

* Lists within definitions are typically bulleted.

If there are no Definitions, the section may be deleted.

1. POLICY TEXT

This section should answer the question: What are the rules or principles on this subject?

* Begin with a policy statement that describes the core purpose or governing principle of the Policy. The policy statement(s) should be brief and supplemented by the information within the rest of the section.
* Refrain from including too much detail in this section. Policy text should always be a high-level overview. It states **what** we do.
* Do not describe **how** the policy is carried out. If applicable, details related to **how** the policy is carried out should be included in the Procedures section.

This section only applies if you are writing a Policy; otherwise, the section may be deleted.

1. If you have multiple sections, use Style “Heading 2 Policy”

Use the Style “Policy Text” for most text within the policy. The style includes paragraph spacing that should avoid the need for multiple hard line breaks between paragraphs. This will make the document more accessible for screen reader software.

1. Use the Style “List 1 Policy” to list subsections of the policy. Additional formatting details are listed in the procedures section.
   1. Use the Style “List 1 Policy” to list subsections of the policy.
      1. Use the Style “List 1 Policy” to list subsections of the policy.
         1. Use the Style “List 1 Policy” to list subsections of the policy.
2. PROCEDURES

This section includes detailed information about the processes necessary for following the Policy. This section should answer the question: ***How is the policy carried out?***

Clearly describe the high-level required action steps that must be followed to ensure compliance. If there is a procedure for requesting exceptions to the Policy, include it here. Procedures should be described in logical order, in plain language, using active voice. Complex procedures should be presented in outline format as outlined below. Links may be provided to other applicable resources, processes, and guidelines. If there are no procedures, “Not Applicable” may be noted.

1. If you have multiple sections, use Style “Heading 2 Policy”

Use the Style “Policy Text” for most text within the policy. The style includes paragraph spacing that should avoid the need for multiple hard line breaks between paragraphs. This will make the document more accessible for screen reader software.

Use the Style “List 1 Policy” to list subsections of the policy.

1. Use numbers for the first level
   1. Use letters for the second level
      1. Use small numerals for the third level
         1. Use numbers for the fourth level
2. RESPONSIBILITIES

This section should answer the question: ***Who Administers This Policy?***

List individual roles with responsibilities or authority for instituting or complying with all or some portion of the policy. List roles by position, unit/department, committee, or stakeholder. If applicable, details such as how those responsibilities are carried out should be included in the Procedures section.

For example: Which position is responsible for implementing and enforcing the policy? Which position is responsible for processing transactions related to the Policy?

Use this format for Responsibilities:

1. Position, unit/department, committee, or stakeholder
2. Sample responsibility
3. Sample responsibility

If there are no Responsibilities, “Not Applicable” may be noted.

1. REFERENCES AND RESOURCES

This section should answer the question: ***Where do I find additional information about this policy/procedure?***

Provide information on laws, regulations, policies, guidelines, or resources that directly affect or are directly affected by the policy/procedure. This includes laws or policies on which this policy is based or organizational documents that complement, supplement, or help explain provisions within the policy (e.g., guidelines, checklists, standards). List other policies that are related to or referenced within the policy. List relevant resources, considering the needs of the intended audience, such as related websites, guidance documents, frequently asked questions, and forms. Acronyms should typically be spelled out.

Federal Laws and Regulations

* Insert link(s) if applicable

State Laws and Regulations

* Insert link(s) if applicable

UC Policies

* Insert link(s) if applicable

Guidelines/Resources

* Insert link(s) if applicable

1. REVISION HISTORY

|  |  |
| --- | --- |
| **Date** | **Action/Summary of Changes** |
| TBD | Original Policy issued |

This section lists the history of this policy/procedure, original issuance date, and revision dates, along with a brief description of revisions.

1. APPENDICES

APPENDIX 1 - TITLE OF DOCUMENT

This section is optional and can be deleted. Supplemental information that makes it easier to understand or comply with the policy/procedure can be included, such as flow charts. Forms and other related materials that are expected to be updated more often than the policy should be listed in the References and Resources section with a hyperlink.