Policy Template

Responsible Office:

Responsible Executive(s):

Original Published Date:

Last Update Date:

Last Review Date:

Next Review Date:

Contact: (for questions about the policy. maybe the owner)

Definitions

Any terms that need to be defined should go here, e.g. PII in a privacy policy.

Purpose

Statement describing why the policy exists as well as any legal or regulatory concern it addresses if any.

Applicability and Scope

To whom and what does the policy apply. Are there University activities, entities, resources, etc. that are not in scope for the policy.

Policy

Statement of the policy itself.

Enforcement

If there are special actions that would be triggered by violations of the policy, they should be described.

Exception Process

Under what circumstances might exceptions be allowed, who approves them, etc.

Remediation/Implementation/Grace Period/etc.

If a policy cannot be implemented immediately, then it may still be published. However, allowance needs to be made for the implementation period so that units are not technically in violation of a published university policy while they are in the implementation process. There are many ways that this can be addressed.