

# Policy Template Cover Page

*This section is to be completed by the sponsor of the proposed policy for use by the Policy Administrator and by the Chancellor’s Executive Team to aid in their evaluation of the proposed policy. Upon completion of this cover page and the Policy Template, submit both documents to the Policy Administrator. Contact the Policy Administrator with any questions.*

* University Unit/Office responsible for this policy:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*This refers to the unit or office responsible for day-to-day implementation and enforcement of the policy. This information will become part of the final public policy once approved.*

* Policy Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*This refers to the Vice Chancellor or Senior Vice President to whom the unit or office responsible for the policy reports, and who has initially approved this policy.*

* Policy Sponsor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*This refers to the primary author of the policy.*

* Policy Status:  New Policy

Revision of an Existing Policy *(see instructions below)*

Technical correction/update only

* Policy Author Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Policy Reference Number: [ *xx.xx.xx* ] *(Policy Administrator use only)*
* Policy Category(ies): *(Policies may be listed in multiple categories - select all that apply)*

University Governance**,** Ethics, Integrity, and Legal Compliance

Faculty Teaching and Research

Academic Rules, Student Responsibilities & Services

Employment, Workplace Rules, Benefits and Governmental Notices

Administrative and Financial

Information Technology

University Facilities, Equipment, and Property

Public Safety, Environmental Health, and Emergency Management

Campus and Governmental Notices

* Date Established: [*mm/dd/yyyy*]
* Date Policy is Effective: [*mm/dd/yyyy*]
* Date Last Revised: [*mm/dd/yyyy*]
* Next Review Date: [*mm/dd/yyyy*]
* Does this policy require recurring communication?

Yes - Frequency\_\_\_\_\_\_\_\_\_\_\_

No

* Impact Statements:
  1. Identify any additional financial or other resources that may be needed to implement this policy and/or any potential revenues/cost savings that may result.
     + [*xxx*]
  2. List any potential fines or penalties that could be levied against the university by a governmental body or regulatory agency as a result of non-compliance with this policy. If none, please indicate.
     + [*xxx*]
  3. Assuming implementation of this policy, identify any potential public relations issues that may need to be addressed by the university within the local campus community and/or the general public (if applicable).
     + [*xxx*]
* If proposing a policy revision, clearly reference in the space below the current affected policy, the revision(s) requested, and the rationale for the change. Use additional pages as necessary.
* [*xxx*]

**Syracuse University Policy Template**

*Italicized instructions provided in this template are for guidance in drafting the policy and should be deleted as policy content is inserted.*

**[POLICY SHORT TITLE]**

*The policy short title should be clear, concise, and identify the key purpose of the policy in as few words as possible. It is the primary means of identifying and cross-referencing to the policy.*

# General Policy Statement

1. [Insert Policy Statement]

*The policy statement should be a brief statement of ‘what’ the policy is intended to accomplish, what the compliance expectations are, and how broadly the policy is to be applied. It should be no more than three sentences and should not include procedural steps.*

# Reason for Policy/Purpose

1. [Insert the purpose of this policy]

*The purpose statement expresses ‘why’ the policy is being written. This should be a description of the potential conflict or problem the policy will resolve and may include explanatory details regarding legal, regulatory, or other factors that lead to the development of this policy. If this policy addresses compliance requirements mandated by an external legislative or regulatory body, reference the organization/agency to which it applies.*

# Policy

1. [Main heading - Insert content]
   1. [Sub-heading - Insert content]
      1. [Sub-heading - Insert content]

*The policy should:*

* + *have broad institutional application;*
  + *enhance the University’s mission and institutional values;*
  + *provide clear guidance that mandates certain actions or constraints;*
  + *establish boundaries for conduct;*
  + *help to ensure compliance with applicable laws, regulations, and/or Syracuse University institutional standards;*
  + *serve to reduce institutional risk;*
  + *require infrequent updates or revisions;*
  + *be as concise and direct as possible;*
  + *use the document numbering/lettering format above as a guide*

# To Whom Does This Policy Apply

Select all that apply:

Students  Faculty  Staff  Visitors/General Public  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*This section indicates who must be aware of and comply with the policy.*

# Appendices *(as applicable)*

## Procedures

*Insert the location where detailed procedures and/or guidelines are clearly explained, using direct hyperlinks to departmental websites or other appropriate locations. Procedures should detail ‘how’ the policy is to be applied. Numbering procedural steps or bulleting multiple requirements may add to the clarity of this section. If applicable, a process flowchart or diagram should be included.*

## Definitions

*List, in alphabetical order, unique terms that may be unfamiliar, technical, or have special meanings.*

## Forms

*If applicable, list and link to any forms, tools, or additional training that are required for compliance with this policy.*

## Other Related Policies and Documents

*List and link to any related policies, regulations, standards, or internal/external documents which may provide relevant information that supports or complements this policy.*

## Frequently Asked Questions

*Insert common questions and answers that will assist in the interpretation of this policy.*