

# Policy Template Cover Page

* Responsible Office:
* Executive Policy Owner:
* Policy Author:
* Policy Status: [ ]  New Policy

[ ]  Revision of an Existing Policy

[ ]  Technical correction/update 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:
* Date Policy is Effective:
* Next Review Date: annual, as proposed in revision
* 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.

The revisions include:

**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 TITLE; #]**

*The policy title should be clear, concise, and identify the key purpose of the policy in as few words as possible.*

# Policy Introduction

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 does not include procedural steps.*

*Example of the first sentence below may be used:*

*This policy sets forth Syracuse University’s commitment to compliance with XXX, identifies policy principles, responsibilities, and administrative foundation for university compliance.*

# Whom This Policy Applies

The [Insert Policy Title] applies to every Syracuse University faculty, staff members, students, and visitors.

*This statement should be modified as appropriate to state the correct application*

# Policy Principles

1. [Principle - Insert content]
2. [Principle - Insert content]
3. [Principle - Insert content]
4. [Principle - Insert content]
5. [Principle - Insert content]

*The Policy Principles are the main compliance features that govern this policy. There should be no more than 5 principles with limited exceptions. No procedures are to be written in this section.*

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# Responsibilities

1. [Responsible Office – [ Insert content]. The policy will be reviewed annually by the responsible office.
2. [University Management - Insert content]
3. [Individual - Insert content]

*The Responsibilities section must include the Responsible Office, University Management, and Individual. If others need to be listed, such as an “officer” or other person who has a specified role for this policy can be added. No procedures are to be written in this section. The Responsible Office statement for annual review must be included.*

# Record Retention

Records associated with the policy shall be maintained by the Responsible Office and retained or disposed of in accordance with [University Records Policy](https://policies.syr.edu/policies/university-governance-ethics-integrity-and-legal-compliance/university-records-policy/) and University Record Retention [Schedule](https://library.syracuse.edu/university-records-management/retention-schedule/)

*The Record Retention must include above statement. If there is a specific regulation requiring retention that must be called out, add after the first sentence.*

# Compliance

The Office of Internal Audit, Office of Compliance, the Responsible Office of this policy, and others may audit, investigate, and assess compliance with this policy. Non-compliance with university policies is subject to progressive disciplinary action up to and including termination per [Staff Employee Disciplinary Policy](https://policies.syr.edu/policies/employment-workplace-rules-benefits-and-governmental-notices/staff-employee-disciplinary-policy/).

*If any other organization should be added, confer with Office of Compliance for review.*

# Related University Policies and Resources

|  |  |
| --- | --- |
| **Description** | **Web Link** |
|  |  |
|  |  |

*Place the title of the policies, manuals, procedures, and forms in the description section. In the second column is where to find the policies, manuals, procedures, and forms.*

# Definitions

|  |  |
| --- | --- |
| **Term** | **Definition** |
|  |  |
|  |  |

*Place the term in the first column. In the second column is what the terms means*

# Policy Administration and Responsible Office

|  |  |  |
| --- | --- | --- |
| **Contact** | **Phone Number**  | **Email/web address** |
| **[Name of Responsible Office]** | **(315)** |  |

*State the responsible office, phone, and email/web page. The phone and email can be an office number.*

# Responsible Executive

|  |
| --- |
| **Responsible Executive** |
| **[University title of executive]** |

*Use job title only for responsible executive, do not place anyone’s name.*

# Revision History

|  |  |
| --- | --- |
| **Date** | **Update**  |
| **[Date]** | **Original Issue** |
| **[Date(s)]** | **Previous Revision(s)** |
| **[Date]** | **Current Version Approved** |

*This is a version control section. Please include dates and expand table as necessary.*

END

*A University 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*