

Title of the Policy

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# Scope

*Indicate who the policy should apply to. It could be generic categories such as academic personnel, staff, students, suppliers, visitors, or more specific categories like research assistants (which are part of the academic personnel), or consultants (which are part of the supplier generic category). Sometimes, the scope should not define the categories of individuals that must abide by the policy but rather the subject of the policy. For example, the scope of the policy on electronic material, or university vehicles, or data governance must indicate the type of data or vehicle, or material covered by the policy.*

*In this section you must also identify the categories that are excluded from the policy. For example, “RAs appointed for less than a one-year term are excluded from the policy.”*

# Purpose

*In this section, you should describe the main purpose of the policy. The “purpose” should answer one or more of the following questions:*

*- What is the main objective of this policy?*

*- Which questions/problems does it resolve, or loopholes does it address?*

*- What is the background of the policy (the circumstances that led to its adoption)?*

*- What are the overall benefits of having this policy?*

*- Which legal and regulatory obligations does it address?*

*Do not include information on how the policy was developed, nor what the policy is. The more you develop the policy purpose, the more reasonable it will sound to those who should comply with it. The policy will be perceived as an opportunity to improve operations rather than a limitation.*

*Examples: “The purpose of this policy is to ensure equality and transparency in the recruitment process of faculty members …,” or “The purpose of this policy is to comply with Law X or Directive Y pertaining to …,” or “The purpose of this policy is to provide a uniform and consistent administration of space usage and to facilitate the use of resources and facilities that are made available for meetings, conferences, activities, events, and ceremonies.”*

# Definitions

*Terms are defined in this section. Defining unfamiliar terms contributes to the reader's understanding of the policy. In general, terms that should be defined are unfamiliar or technical words and terms that have a special meaning in the policy. If you use terms that are defined in other policies, it is recommended to use the same definition and refer to the policy for consistency purposes (e.g. if the notion of “casual worker” is defined in policy A, use the same definition, and refer to the policy when you are defining casual worker in policy B). Please follow the below format.*

Capitalized terms shall have the meaning attributed to them in this section:

* Lorem ipsum: dolor sit amet, consectetur adipiscing elit;
* Pellentesque : eget quam at leo blandit congue;
* Vestibulum: et velit nec risus tincidunt mattis a id nulla;
* Etiam: venenatis libero ut auctor semper.

# Policy Stateent

*The policy statement is the most important part of the document. Policies are rules that assist community members in taking decisions. They are principles or codes that govern the way things should be done within the institution. As such, policy statements should be general and adaptable to as many situations as possible and more importantly, they should include an instruction that will allow the reader to understand what is expected of him/her. The more the policy statement is well written and designed the more members of the community will comply with it. Below are some recommendations that will help you state conditions within a policy in a clear and concise manner:*

*- Use an “active voice” stating the subject that is performing the action (e.g. “Faculty and staff should respect the privacy of student records” rather than the passive voice “the privacy of student records should be respected”).*

*- Include the instruction you are trying to implement (e.g. “Faculty and Staff must disclose potential conflict of interests they have.”.*

*- Indicate the Office which is responsible for implementing the policy.*

*- Use terms that are easily understood and clear.*

*- Do not refer to procedures or operations in the statement.*

*- Do not include historical or legal background details (these should be stated in the Purpose).*

*- Use short sentences and as few words as possible.*

*- Select the words carefully (e.g. “Faculty and staff should not smoke in class”. This may be interpreted as they shouldn't smoke but will be allowed if they do. Instead, use “Smoking is not allowed inside University buildings”).*

*- Never use acronyms.*

*- Avoid using specific labels (i.e. names of software, people, etc....) which will require a constant update of the policy. Instead, use generic terms.*

Please follow the below format.

## Policy Heading Two List

1. Vestibulum dapibus ex a ultricies dapibus;
2. Mauris pretium sapien ut elementum sodales;

## Policy Heading Two List

Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum:

1. Maecenas euismod nunc et nisi tempus, eget rhoncus arcu tristique;
2. Donec tincidunt eros eget malesuada pellentesque;
3. Quisque aliquet leo sed ullamcorper finibus.

### Policy Heading Two List

Cras tempus lectus ac dolor ullamcorper, non fermentum turpis mattis:

### Policy Heading Three List

Suspendisse sit amet tellus nec est tempus interdum. Maecenas sodales at lacus eget eleifend. Nulla commodo tempor rhoncus. In id nulla diam.

# Procedures

*While policies describe “what” the institution stands for, procedures show “how” the institution operates based on these policies. This is why policies should be made separate from procedures, as sometimes different procedures may be based on one policy. However, until a separate process for developing procedures is put in place, you should describe in this section the steps that individuals to whom the policy applies should take to comply with the policy. Generally, and unlike the policy statement that is generic, procedures should be as specific as possible. Below are some recommendations that will help you state procedures, which will indicate to readers what to do:*

* *Develop a process that is simple and efficient. Try to minimize the number of steps and always include a time frame for each step;*
* *Use a solid and precise plan of action that is to the point;*
* *Include a flow chart describing the process;*
* *Refer to forms and guidelines that are part of the procedures by inserting a link to the document. Readers should be able to find all the information they need in the document;*
* *Use action‐oriented terminology;*
* *Outline each step of the process separately and the order in which they need to be taken;*
* *Use short and instructional sentences.*

Please follow the below format.

## Policy Heading Two List

1. Vestibulum dapibus ex a ultricies dapibus;
2. Mauris pretium sapien ut elementum sodales;
3. Nulla id nunc ut risus consectetur vestibulum ac vitae odio;
4. Nam id libero in ligula euismod vestibulum sed a urna.

## Policy Heading Two List

Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum:

1. Maecenas euismod nunc et nisi tempus, eget rhoncus arcu tristique;
2. Donec tincidunt eros eget malesuada pellentesque;
3. Quisque aliquet leo sed ullamcorper finibus;
4. Aliquam id lectus ac sapien laoreet elementum;
5. Cras tempus lectus ac dolor ullamcorper, non fermentum turpis mattis.

### Policy Heading Two List

Cras tempus lectus ac dolor ullamcorper, non fermentum turpis mattis:

### Policy Heading Three List

Suspendisse sit amet tellus nec est tempus interdum. Maecenas sodales at lacus eget eleifend. Nulla commodo tempor rhoncus. In id nulla diam.

# Exceptions and Special Circumstances

*If there are any exceptions or special circumstances to the policy, you should include them in this section and describe how they should be handled. If there are no exceptions, remove this section from your policy.*

# Non-Compliance

*In this section, you need to describe the plan of action to address policy violations. This plan would include the below:*

*- the way you will address noncompliance allegations.*

*- if necessary, how you will investigate allegations in a timely manner.*

*- for corrective and disciplinary actions, you should refer to HR.*

*Examples include: recruitments made in violation of this policy will result in a cancelation of the appointment, or events made in violation of this policy will be canceled, or access granted in violation of this policy will be denied, or applicants who do not comply with this policy should resubmit their application; violation of this policy constitutes an act of gross misconduct and is therefore grounds for termination of employment and/or tenure and expulsion from educational programs; violation of this policy will lead to disciplinary action up to and including termination as well as arrest and prosecution for any criminal acts. In any event, you should clearly encourage the community to report violations of the policy and indicate how and where people can report these violations.*

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