

Appalachian State University Policy Manual Template Instructions: This template is intended for use in connection with the drafting of new or revised policies and procedures (“policies”) for university operations.

Note that the attached template contains an Arabic numeral outline format that is required for all policies, followed by annotations for authority, related policies or forms, and contact information.

When using this template, please delete this entire instruction and bracketed text prior to submitting your proposed new or revised policy.

POLICY PROPOSAL TEMPLATE

NEW POLICY #_____ [inserted by Office of General Counsel]

Title of Policy

OR

PROPOSED REVISION TO POLICY #_____ [Title of Policy]

Rationale: [Reason for creation or revision of policy]

Include the following sections:

- 1. INTRODUCTION** [Describes the relevant background and reasons for the policy, and a brief statement about what the policy will address.]
- 2. SCOPE** [Who or what is covered by the policy, e.g., who must observe the policy and follow its procedures; who must understand the policy to do their jobs; any exclusions or exceptions.]
- 3. DEFINITIONS** [Defines any technical language or words used in a special sense.]
- 4. POLICY AND PROCEDURE STATEMENTS** [The substantive provisions that create rights, privileges or duties. This may be a simple paragraph or may contain various numbered sections with subtitles.]
- 5. ADDITIONAL REFERENCES** [Other information relevant to the policy, such as guidelines, forms, charts, and handbooks] [insert hyperlinks]
- 6. AUTHORITY** [Insert relevant statute, regulation, UNC Policy Manual provision or other authority.]
- 7. CONTACT INFORMATION:** [List title and phone number of official or office responsible for implementation of or monitoring compliance with policy.]

- 8. **EFFECTIVE DATE:**
- 9. **REVISION DATES:**
- 10: **[Chancellor’s Signature Block:]**

Approved:

Sheri N. Everts

Date: _____

The following format should be used in each section:

Note: The following outline format shows the relationship of the sections and sub-sections, and their corresponding numbers and letters. The section and subsection numbers should all be left justified through the second level to facilitate posting on the policy website. Separate paragraphs under the second level should be identified by lower case letters (a., b., etc.). Lists should be delineated in Arabic numerals within a section or subsection. Only links to other policies or forms (including Additional References) are allowed within the body of the policy. The “Section Title/Heading” and “First-Level Subsection Title/Heading” should be bolded. Please delete this instructional notation prior to submitting your proposed new or revised policy.

4. [Section Title/Heading]

- [Lists:] 1.
2.

4.1 [First-Level Subsection Title/Heading]

- [Lists:] 1.
2.

4.1.1 [Second-Level Subsection Title/Heading, if necessary]

[Next level subsections:]

- a. [if separate paragraphs]**
- b.**

- [Lists:] 1.
2.

4.1.2 [Subject title, if necessary]

4.1.3 [Subject title, if necessary]

4.2 [Section Sub-title/subheading]

4.2.1 [Subject title, if necessary]

4.2.2 [Subject title, if necessary]

4.2.3 [Subject title, if necessary]

a. [if separate paragraphs]

b.

[Lists:] 1.

2.

Additional sections may be added in the above outline format.