**POLICY NAME (R\*)**

Enter name

**POLICY NUMBER (O\*)**

Enter number if applicable

**INITIAL ADOPTION AND EFFECTIVE DATE (R\*)**

Enter date

**POLICY APPLICABILITY (R\*)**

This policy applies to …

**REASON FOR POLICY (O\*)**

Background information explaining the need and purpose for the policy. Reference external requirements (law, regulations) and university decisions that support why we have the policy.

**POLICY STATEMENT (R\*)**

The university’s official position. States the policy’s intent and mandated actions or rules to achieve the university’s objective/position. Generally, it should be brief and have longevity. Include criteria to meet the policy in this section. Standards and guidelines to support the policy statement should be included in the Related Information section.

**RELATED INFORMATION (O\*)**

Guidelines to support the policy statement and/or links to related policies, procedures, guidance, standards, and regulations.

Guidelines are non-mandatory recommendations or best practices that support the policy.

**STANDARDS (O\*)**

Standards to support the policy statement and/or links to related standards.

Standards are mandatory controls that support the policy.

**DEFINITIONS (O\*)**

Include defined terms that have particular meaning or need for interpretation relative to the policy or provide links to a central glossary.

**PROCEDURES (O\*)**

Include link to the University Procedures or list the procedures within this template. A university procedure is strictly operational. Procedures contain a series of consecutive action steps related to a policy that specifies how a particular policy should be carried out. Procedures may have detailed instructions, definitions, and/or forms that facilitate policy compliance.

Generally, procedures change more frequently than policy and have a separate approval process.

**RESPONSIBILITIES (O\*)**

List university areas (i.e. units/departments/offices/programs) responsible for carrying out specific actions in adhering to the policy. List key responsibilities assigned to the university area. Do not include the university area’s detailed procedures in fulfilling the assigned responsibility.

**FORMS/ONLINE PROCESSES (O\*)**

Include links to related forms or online processes.

**RESPONSIBLE AUTHORITY (R\*)**

Title of President’s Leadership Team Member or designee

**RESPONSIBLE UNIVERSITY DEPARTMENT/DIVISION (R\*)**

Title of Administrative Oversight Office/Program/Department

Address, City, State

General Telephone Number

General Email

**HISTORY (R\*)**

Revision Date(s):

Reviewed Date(s):

The University Policy and Procedure Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <http://louisville.edu/policies>.

**R\* = Required O\* = Optional**