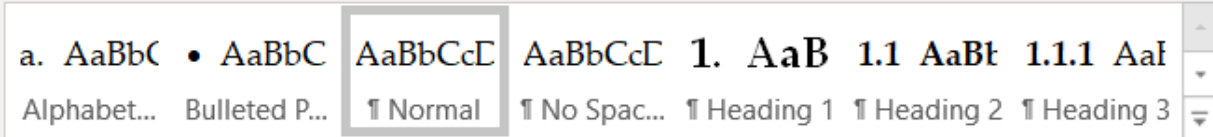


# UNIVERSITY POLICY TEMPLATE

The University of North Carolina at Greensboro

## NOTE

1. Use the MS Word Style feature to ensure consistency with this template. Please contact the University Policy Administrator with questions.



2. [Font: Palatino Linotype, Size: 11 for body, 14 for major headings]
3. [If policy document is lengthy (e.g., over 10 pages long), include hyperlinks to each section of the policy]

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## TITLE OF POLICY

The University of North Carolina at Greensboro

Approved by \_\_\_\_\_, [Date of Approval]

Revised [Date of Revision]

### 1. Purpose

[Provide a brief statement of the University's intent regarding the policy's subject matter. Indicate the rationale for the policy, including any legal or regulatory requirements that the policy aims to address.]

### 2. Scope

[Identify the members of the UNCG community who will be affected by the policy and/or to whom the policy applies.]

### **3. Definitions and Roles and Responsibilities**

#### **3.1 Definitions**

[Define any terms used in the description of the policy that have a specialized meaning. Specific elements of the policy itself should be described in the next section and not included as a definition. The following format should be used:

**3.1.1 Term:** Definition.

#### **3.2 Roles and Responsibilities**

[Describe who has duties for implementing the policy, and what those responsibilities are. Follow the format for defining terms described above.]

### **4. Policy**

#### **4.1 1<sup>st</sup> Level Subheading**

##### **4.1.1 2<sup>nd</sup> Level Subheading** or numbered paragraph

a. 3<sup>rd</sup> Level Subheading or numbered paragraph

[Explain the details of the policy, using subheadings where appropriate. Where a particular individual or office is responsible for a task, that individual (by role not name) or office should be clearly designated.]

Detailed steps for policy *implementation* should be developed in a separate procedures document as discussed in the University Policy Development and Review Guidelines.

They should be developed in consultation with the Policy Administrator, and must logically link to the policy itself. Procedures should provide logistical, practical detail regarding the workflow and actions needed to comply with the policy.

### **5. Compliance and Enforcement**

[Provide the title of the individual responsible for enforcing the policy (typically The Chancellor for University Policies) and refer to the process by which disciplinary action would be taken if needed.]

The following language describes the disciplinary process that would typically be used:

“Any violation of this policy by a University student is subject to the Student Code of Conduct in the Student Policy Handbook. For employees, violation of this policy will be subject to consideration as "misconduct" under EHRA policies (faculty and EHRA non-faculty) or "unacceptable personal conduct" under SHRA policies, including any appeal rights stated therein.”

In cases where violation of a policy may also result in a violation of law, the following language is suggested:

“If violation of the policy also results in a violation of law, the violation may also be referred for criminal or civil prosecution.”

In cases where violation may result in sanctions specific to the area covered by the policy, these sanctions should be outlined. For example,

“Additionally, violations of this policy may result in termination or suspension of access, in whole or in part, to University information systems at the discretion of ITS where such action is reasonable to protect the University or the University information infrastructure.”

## **6. Additional Information**

### **6.1 Supporting Documents**

- [List (and provide any available hyperlinks to) related supporting documents, including procedures, standards, guidelines, and templates.]

### **6.2 Related Policies**

- [List (and provide any available hyperlinks to) (i) related policies or (ii) any applicable legal or regulatory information.]

### **6.3 Resources**

- [List (and provide any available hyperlinks to) resources.]

### **6.4 Approval Authority**

[Chancellor, Board of Trustees, etc.]

### **6.5 Contacts for Additional Information and Reporting**

[List names/titles of the Responsible Executive(s), Responsible Administrator(s), and any other individuals who can address questions regarding the application of the Policy. The individual/s listed here should deal with the issues addressed in the policy on a regular basis.]

- [Responsible Executive: insert title/office, phone:, email]
- [Responsible Administrator: insert title/office, phone:, email]
- [Other Contacts: insert title/office, phone:, email]