**POLICY INSTRUCTIONS/TEMPLATE/SIGNATURE PACKET
Northern Kentucky University**

# **POLICY TEMPLATE INSTRUCTIONS**

* **STOP: BEFORE COMPLETING THIS PACKET, YOU SHOULD HAVE AN APPROVED POLICY REQUEST FORM.**
* The university utilizes a standard policy template to facilitate consistency and clarity of university policies. The policy template is required for all university policies.
* Depending on the subject matter or nature of the policy, the policy may include any or all of the sections in the template.
* Additional sections not included in the template may also be added to the policy as Heading 2 subsections. Be sure to format as appropriate by clicking on Heading 2 in the Home tab.
	+ 
* **At a minimum, the Policy Name, Type, Responsible Official, Responsible Office, Policy Statement, Entities Affected, and Revisions (if appropriate) sections must be completed.**

The effective date, next review date, and superseding policy sections will be completed upon approval of the policy.

Policy Name

**POLICY TYPE**: Choose an item.
**RESPONSIBLE OFFICIAL TITLE**: Click here to enter text.
**RESPONSIBLE OFFICE**: Click here to enter text.
**EFFECTIVE DATE**:Click here to enter a date.
**NEXT REVIEW DATE**: Click here to enter a date.
**SUPERSEDES POLICY DATED**: Click here to enter a date.
**BOARD OF REGENTS REPORTING (CHECK ONE):**
*(per section V. of the approved policy request form)*:

[ ]  Presidential recommendation (consent agenda/voting item):

[x]  Presidential report (information only)

# **I. Policy Statement**

*Describe the policy’s substance, core provisions, or requirements. A policy should be clear, concise, and written in plain language. State the policy provisions; this section should* ***not*** *be simply an introduction or rationale for the policy.*

Click here to enter text.

# **II. Entities Affected**

*List the positions, units, departments, groups of people, or other constituencies to which the policy applies or has a material effect.*

Click here to enter text.

# **III. AUTHORITY**

*If applicable, please provide citations and links (URLs) to any sources of authority for the policy. Examples include state or federal laws, Governing regulations, Board of Regents minutes, or an external accreditation agency.*

Click here to enter text.

# **IV. Definitions**

*Define any terms used in Section 1 above that would help in the understanding or interpretation of the policy. Before including terms in this section (a) ensure that they appear in Section 1 and (b) consider whether explanations of the terms would be better embedded within Section 1. Terms already explained in Section 1 need not be redefined in this section.*

Click here to enter text.

# **V. RESPONSIBILITIES**

*Provide the position titles, departments, or divisions that are responsible for implementing the policy. Next to each entity, enumerate the responsibilities necessary to implement and enforce the policy.*

# **VI. COMMITTEE**

*If the policy creates an official university committee, describe the Committee’s role, responsibilities, and composition (titles of positions).*

Click here to enter text.

# **VII. PROCEDURES**

*Describe the* ***MINIMUM ACTIONS*** *required to fulfill the policy’s requirements. This section should* ***NOT INCLUDE*** *internal protocols, guidelines, optional or purely desirable actions.* ***Note:*** *This is not a required section. In general, avoid including detailed procedures within the policy. Instead, this section could refer to where procedures could be found. For example, a parking policy could refer to the current procedures on NKU’s parking services website and give the URL for that site.*

Click here to enter text.

# **VIII. Reporting Requirements**

*Describe any required reports related to the policy. Include the position title of the official or name of the department responsible for furnishing the report, and the internal and external bodies to which the report must be provided.*

Click here to enter text.

# **IX. Exceptions**

*Describe when exceptions are allowed, the process by which exceptions are granted, and the title of the university official authorized to grant the exception.*

Click here to enter text.

# **X. Training**

*List the positions, departments, offices, or divisions responsible for implementing training. Include the entities that should receive training (e.g. Staff, Faculty, Administrators, etc.) and the frequency at which training should be delivered (at-hire, annually, bi-annually, etc.)*

Click here to enter text.

# **XI. Communications**

*List any university committees, groups, boards, councils, or other groups to which this policy or revisions to this policy should be communicated.*

Click here to enter text.

# **XII. References and Related Materials**

## REFErences & FORMS

*Link any forms or instructions needed to comply or implement this policy. If links are unavailable, attach forms to this policy as examples.*

Click here to enter text.

## Related Policies

*Link any currently existing policies related to this policy. If unable to obtain a link, simply list the names of the related policies.*

Click here to enter text.