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|  |  University Policy |
| **University Policy No.:**  UP**-**XX-XX | **University Policy Name:**  |
| **Initial Adoption Date:**  | **Revision Date(s):**  |
| **Responsible Unit:**  | **Responsible Executive:**  |
| **Authority** |  |
| **Applicability**  |  |

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| 1. **Policy Statement and Purpose**
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2.
3. **Definitions**
4. **Procedures, Approvals/Responsibilities**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ **Larry Robinson, Ph.D.**  Date President  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ **\*\*\*\*\*\*\***  Date  Responsible Vice President***SEE PAGE 3 FOR INSTRUCTIONS*** |
| **Attachment(s)** |  |
| **Related Resource(s)** |  |
| ***INSTRUCTIONS:****University Policy Format. Policies presented to the President for consideration and adoption shall include the following:** *All SOPS shall be in the format of this template;*
* *A numbering system that identifies the responsible division/department (based on the categorical numbering of the BOT Regulations), EN-Dash, and the sequential number based on the number of University policies adopted to date, e.g. “UP***–***04–25” which means Academic Affairs is the responsible division and 25 represents that 24 University policies were adopted prior to that one.*

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| Chapter 1 | Organization and Function |
| Chapter 2 | Student Affairs |
| Chapter 3 | Administration |
| Chapter 4 | Academic Affairs |
| Chapter 5 | Miscellaneous Provisions |
| Chapter 6 | Purchasing Program |
| Chapter 7 | Leased Program |
| Chapter 8 | Motor Pool |
|  Chapter 9 | Surplus Property |
| Chapter 10 | Personnel |
| Chapter 11 | Direct Support Organizations |

* *Policy Name;*
* *Citing Authority. Any new policy must cite the authority for the adoption of the policy. If there are any reservations about the authority to adopt a policy, please contact the Office of the General Counsel.*
* *Applicability and/or Accountability (Identify the personnel, department, division, and/or unit who must comply with the policy);*
* *Policy Statement (a brief statement that explains the objective/purpose and core provisions of the policy);*
* *Initial adoption date is the date the policy is first promulgated and should be reflected in the following format: “01/02/2023.”*
* *Definitions of relevant terms;*
* *Procedures that the policy is implementing;*
* *Responsible Vice President and Responsible Office/Policy Owner;*
* *Revisions to an existing University policy will replace the previous version and the revision date will be reflected in the policy.*
* *Attachments - i.e. Forms to be used, if required, to carry out the procedure, which must be attached to the policy. Forms must include effective/revision date.*
* *Hyperlink addresses should be added.*
* *Font type is Cambria Math and font size shall not be smaller than 10.5.*
* *The OUP will route policies to obtain all appropriate signatures.*
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