

POLICY TEMPLATE



NAME OF POLICY

- Category: *Leave this blank; a category will be assigned*
- Approval: *The University Secretary, on the advice of the Policy Advisory Subcommittee, will identify the appropriate approval body(ies), e.g. Board of Trustees, Senate, VPOC, other*
- Responsibility: *Indicate the senior administrative position responsible for the policy (the sponsor)*
- Date: *Date initially approved:
Date of last revision:*

Definitions:

Include definitions for terms with discrete meaning within the policy.

Purpose/Reason for Policy:

State the overarching purpose of the policy.

Scope of this Policy:

Scope may include the groups (students, faculty, staff) to which the policy pertains, or other statements with respect to time periods, geographic locations (e.g. all campus buildings), funds (e.g. operating funds, research funds), etc.

This section should also reference other pertinent policies, legislation, regulations, collective agreements, etc. and explain their relationship to the policy.

Policy Statement:

The statement of policy should be brief and direct.

Responsibilities:

Indicate what responsibilities are assigned, and to whom, under the policy. If there are different categories or levels of responsibility, this section can be used to delineate these.

<i>Contact Officer</i>	
<i>Date for Next Review</i>	<i>Year/Month/Day</i>
<i>Related Policies, Procedures and Guidelines</i>	
<i>Policies Superseded by This Policy</i>	