*This template is intended to assist procedure writers in formatting and organizing the content of all campus and system procedures. Procedure writers must use this template and follow The University of Tennessee System Policy and Procedure Glossary and Style Book.*

|  |  |
| --- | --- |
| [**University System Policy**]:  [**Procedure Title**] | |
| Version:0000 [Number] | Effective Date: XX/XX/XXXX |

**Objective**

State the reason for this procedure.

**Scope**

Identify the individuals, departments, campuses, and entities the procedure will affect and how (if needed, provide examples to help illustrate applicability).

**Roles**

Identify the individuals involved and describe their responsibilities in this procedure.

**Definitions**

Identify and define relevant terms relating to this procedure.

**Procedure**

Use this Outline Format when possible:

1. Heading 1

(Text under heading 1)

1. Heading 2

(Text under heading 2)

1. Heading 3

(Text under heading 3)

**Penalties/Disciplinary Action for Non-Compliance**

Describe the appropriate sanctions for non-compliance, if any, such as disciplinary action of employees or students and/or civil or criminal penalties.

**Responsible Official & Additional Contacts**

This Responsible Official and Additional Contacts section contains those who are responsible or share certain policy responsibilities, organized by subject matter, such as monitoring compliance with the policy, providing additional guidance on policy clarifications, organizing policy training, updating the policy, etc.

[Include all University of Tennessee system and/or campus contacts; Knoxville]

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| --- | --- | --- | --- |
| **Subject Matter** | **Office Name** | **Telephone Number**  **(xxx) xxx-xxxx** | **Email/Web Address** |
| Policy Clarification and Interpretation | [Office Name] | [Department Telephone] | [Department Email] |
| Policy Training | [Office Name] | [Department Telephone] | [Department Email] |
| [Subject] |  |  |  |

[Chattanooga]

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject Matter** | **Office Name** | **Telephone Number**  **(xxx) xxx-xxxx** | **Email/Web Address** |
| Policy Clarification and Interpretation | [Office Name] | [Department Telephone] | [Department Email] |
| Policy Training | [Office Name] | [Department Telephone] | [Department Email] |
| [Subject] |  |  |  |

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| --- | --- | --- | --- |
| **Subject Matter** | **Office Name** | **Telephone Number**  **(xxx) xxx-xxxx** | **Email/Web Address** |
| Policy Clarification and Interpretation | [Office Name] | [Department Telephone] | [Department Email] |
| Policy Training | [Office Name] | [Department Telephone] | [Department Email] |
| [Subject] |  |  |  |

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| --- | --- | --- | --- |
| **Subject Matter** | **Office Name** | **Telephone Number**  **(xxx) xxx-xxxx** | **Email/Web Address** |
| Policy Clarification and Interpretation | [Office Name] | [Department Telephone] | [Department Email] |
| Policy Training | [Office Name] | [Department Telephone] | [Department Email] |
| [Subject] |  |  |  |

**Related Policies/Guidance Documents**

List any other policies, procedures, guidance documents or other information that should be cross-referenced such as legal or regulatory information. This section should only include titles using the List Format of Section 2 and, if possible, include URL links. This section should not contain explanatory text.