*This template is intended to assist policy writers in formatting and organizing the content of all university policies. Policy writers must follow The University of Tennessee System Policy and Procedure Glossary and Style Book as well [Attach hyperlink]. The University of Tennessee’s policies apply to all campuses and institutes and provide university employees guidance to ensure compliance with state and federal laws and regulations; maintain adequate internal controls to safeguard the university’s assets; provide consistent management of resources transactions across the system; and understand the university’s expectations for conducting university business and communicate these expectations to others as needed.*

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

[Policy Title]

**SECTION 1. Policy Statement**

State the policy here. The policy statement should include the principles of the policy: what is permitted or prohibited, what is required, or how issues will be handled. If viewers read only this section, they will know what the policy is and how it extends to the university. How to procedures can be elaborated in the Procedures section.

*Outline Format[[1]](#footnote-1)*

**I. Heading**

[Text under Heading]

1. **Subheading 1**

[Text under Subheading 1]

1. **Sub Subheading 1**

[Text under Sub Subheading 1]

1. **Sub Sub Subheading 1**

. . .

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 2. Reason for the Policy**

This section should include the reason or rationale for the policy, may describe the problem or conflict that the policy will resolve and may include reference to regulatory or legal reasons for the policy.

[**NOTE**: The following sections may be omitted if those categories do not apply to a specific policy: Procedures, Definitions, Penalties/Disciplinary Action for Non-Compliance, Forms, Related Policies/Guidance Documents, and Additional Contacts.]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 3. Scope and Application**

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 4. Procedures**

Provide the reader with an organized, step-by-step guide of all the actions necessary to comply with the policy. Link or explain any relevant procedures here and organize by table or narrative.

If the Procedures contain subsections, please use the Outline Format below. If the Procedures contain a list, please use the Bulleted List Format below.

*Bulleted List Format[[2]](#footnote-2)*

Sequential Lists:

1. [First List Item]
2. [Second List Item]
3. [Third List Item]

. . .

Nonsequential Lists:

* List item
* List item
* List Item

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 5. Definitions**

Define any unique or key terms that will enhance the reader’s comprehension of the policy. Please follow the format below.

**Definition** **Term**: [Definition Text]

**Definition** **Term**: [Definition Text]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 6. Penalties/Disciplinary Action for Non-Compliance**

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

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**SECTION 7. Responsible Official & Additional Contacts**

Responsible Official and Contacts may have responsibilities that include monitoring compliance with the policy, accuracy of policy subject matter, organizing policy training, and updating the policy.

Include:

Subject, Name of Contact, Phone, Email address

[All University of Tennessee campuses] or [Knoxville]

|  |  |  |  |
| --- | --- | --- | --- |
| **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] |  |  |  |

[Martin]

|  |  |  |  |
| --- | --- | --- | --- |
| **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] |  |  |  |

[Southern]

|  |  |  |  |
| --- | --- | --- | --- |
| **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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**SECTION 8. Policy History**

List the history of any prior revisions of the policy or whether this policy replaces an existing policy. The forma below is merely a guide.

**Revision** **3**: XX/XX/XXXX

**Revision** **2**: XX/XX/XXXX

**Revision** **1**: XX/XX/XXXX

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 9. 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. Include titles and, if possible, URL links.

(This area should not contain explanatory text in this section only a list of titles and/or links.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please use this *Outline Format* in all sections, when applicable. [↑](#footnote-ref-1)
2. Please use this *List Format* in all sections, when applicable. [↑](#footnote-ref-2)