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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** 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.*  |  |  | | --- | --- | | 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.* | |