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| **(See page 3 for instructions to complete this form)** | | University Policy |
| **University Policy No.:**  UP**-**XX-XX (Unique Policy Identifier) | | **University Policy Name:** |
| **Initial Adoption Date:** | | **Revision Date(s):** MM/DD/YYYY |
| **Responsible Unit:** | | **Responsible Executive:** |
| **Authority** |  | |
| **Applicability** |  | |

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| 1. **Policy Statement and Purpose**   *(State why the policy is needed and provide a brief statement that explains the University’s principles on the matter, objective/purpose and core provisions of the policy) (May also provide a summary of the issue or conflict the policy aims to resolve or address including, relevant legal or regulatory reasons)*    2. **Definitions**   (*Key Terms* *should be provided for clarification and to ensure readers interpret the meaning of terms used in the Policy consistently)*   1. **Procedures/Approvals/Responsibilities**   *(Identifying discrete elements that are to be followed in order to implement the Policy; this section outlines the roles and responsibilities of the University offices or individuals referenced in the policy and procedures, including any top-level procedures necessary for compliance with the policy)*   1. **Administration:** The Division of/Office of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is responsible for administering this Policy.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_  President Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_  **\*\*\*\*\*\*\***  Date  Responsible Vice President/Chief  ***SEE PAGE 3 FOR ADDITIONAL INSTRUCTIONS*** | |
| **Attachment(s)** | *Forms to be used, if required, to carry out the procedure, which must be attached to the Policy. Forms must include effective/revision date.* |
| **Related Resource(s)** | *Hyperlink addresses to related policies, procedures, and guidelines should be added.* |
| ***INSTRUCTIONS:***  *University Policy Format. Policies presented to the President for consideration and adoption shall include the following:*   * *All University Policies shall be in the format of this template;* * ***Policy Number.*** *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. The Office of University Policy will provide this number;*  |  |  | | --- | --- | | 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****. The concise title or designation given to a specific policy that reflects the key issue, objective, description, or area covered by the policy;* * ***Initial adoption date.*** *The date the policy is first promulgated and should be reflected in the following format: “01/02/2023;”* * ***Revision dates.*** *Include each date the Policy is updated. Revisions to an existing University policy will replace the previous version and the revision date will be reflected in the policy;* * ***Authority****. Any new policy must cite the authority (state and federal laws, BOG and FAMU regulations, other governing authority) for the adoption of the policy. If there are any reservations about the authority to adopt a policy, please contact the Office of University Policy;* * ***Applicability.*** *Identify the personnel, department, division, and/or unit who must comply with the policy;* * *Font type**is Cambria Math and font size shall not be smaller than 10.5;* * *Use full justification;* * ***Responsible Unit/Policy Owner****. The Division or Office lead by the Vice President/Chief who is responsible for implementing and ensuring necessary procedures/guidelines are developed;* * ***Responsible Executive and/or Vice President.*** *The individual that leads the Division or Office of the Policy Owner (highest ranking position);* * *Remove instructions after adding information to the policy;* * *The OUP will route policies to obtain all appropriate signatures.* | |