

**TITLE:** *Official name of policy*

**POLICY NUMBER:** AB-##

*The Sponsoring Unit assigns an alpha-numeric number to the Policy using the department's acronym and a unique number, e.g. HR-01.*

**EFFECTIVE DATE:**Month DD, YYYY

 *The Effective Date refers to the date which the current Policy first became effective as an Official University Policy.*

**REVISION DATE:**Month DD, YYYY

*The Revision Date refers to the date the Policy document was last revised. Should be consistent with information in the History section at the end of this template.*

**SUPERSEDES**: Previous Policy Name and Number

*Supersedes is used to denote that a previous policy has now been replaced with a new policy.*

**RESPONSIBLE EXECUTIVE:** The senior leader(s) (Dean, Vice President, or above), to whom the Sponsoring Unit reports directly.

# **PURPOSE AND APPLICATION**

*Provides a short, general overview of what this Policy aims to achieve.*

* *For example, “This Policy supports the University’s efforts to minimize institutional risk and assists hiring authorities in making sound hiring decisions.” (HR-52 Background Checks policy)*

# **SCOPE**

*Identifies the members of the University community to whom the Policy applies, and the specific subject matter covered by the Policy,*

* *For example, the Policy may apply to the entire University community, faculty, professional staff, students, or a combination of these groups.*
* *For example, “This policy applies to all Drexel University Faculty, Professional Staff Members, ….” (HR-52 Background Checks policy)*

# **IMPLEMENTATION**

# *Provides the name of the department or unit that is responsible for implementing and enforcing the Policy. This section should be stated using the following language:*

 *Implementation of this policy is the responsibility of the [full name of office,*

*Department or unit]. For inquiries regarding this Policy, please contact [office,*

*department or unit contact person or email address.].*

# **STATEMENT OF POLICY AND PROCEDURE**

*Explains or describes the Policy and any associated procedures. For lengthy text, use the following format to increase understanding:*

## Header

## Sub-header

## Sub-header

## *Sub-header*

*When providing information in this section, follow these best practices:*

* *Use simple, concise language that is easily understood by the entire University community. Avoid jargon or legalese.*
* *Consider how the Policy will be implemented and enforced in practice. If it can’t be understood and effectively enforced, it should not be Policy.*
* *Be consistent with terminology used in other policies and with the*[*University Style Guide*](http://drexel.edu/identity/style/guide/)*.*
* *Capitalize any keywords and terms defined below and be consistent in usage of defined terms.*
* *Ensure the Policy is consistent with and does not conflict with laws/regulations or other University-wide policies (*[*drexel.edu/policies*](https://drexel.edu/policies/)*).*
* *If the information in this section is longer than one (1) page, break it up into sections and use bullets, numbering, etc. for easy reading.*
* *Be clear and specific about what the Policy entails, but do not include specific or superfluous details. You can lay out more detailed guidance about process, procedure, etc. in accompanying resources, such as guidelines or FAQs, which can be shared during the Policy review process as an appendix.*
* *Avoid naming personnel. Instead, use titles, department names, and provide generic contact information.*
* *Any future material changes to the Policy must be approved by the President; therefore, where possible, do not include details that are expected to change within the next three years.*

# **KEYWORDS AND DEFINITIONS (in alphabetical order)**

*Lists and defines key terms used in the Policy following the format below. Upon first mention of the defined term within the Policy, capitalize, bold and italicize the word, i.e.,****Cabinet****). Capitalize subsequent use of defined terms throughout the Policy.*

*For example:****Cabinet****means the University's most senior administrative leaders. The Cabinet consists of the vice presidents and others reporting directly to the President.*

# **RELATED POLICIES, FORMS AND RESOURCES**

1. **Related Policies**

*Lists all other Official University Policies that are related to this Policy.*

1. **Forms and Resources**

*Offers necessary additional and specific guidelines or procedures that should accompany the Policy to help ensure proper Policy application. Provide Appendices separately as supporting materials in the following format:*

1. Appendix A: list item and provide hyperlink if applicable
2. Appendix B: list item and provide hyperlink if applicable

# **POLICY HISTORY**

*Provides a list of Policy review and revision dates by Month DD, YYYY in order to describe significant updates to the Policy’s lifecycle.*