APPENDIX 1 - UNIVERSITY POLICY TEMPLATE

Rice University Policy No. ______

TITLE OF POLICY

I. General Policy

[General statement of policy, the rationale behind the policy, including whom it covers (e.g. all employees, faculty, staff, students, others). If this policy concerns a law or regulation, ordinarily identify the common name]

II. Roles and Responsibilities

[Discuss what offices or individuals play key roles in implementation or administration of this policy]

III. Definitions

[Defined terms in the policy, if any]

IV. Elaboration of Policy

[Insert subsections with headings and details concerning the policy, including specific requirements, issues or situations, and mechanisms for compliance]

V. Cross References to Related Policies

[Insert the name and a link to any related policies]

VI. Responsible Official and Key Offices to Contact Regarding the Policy and its Implementation

Responsible Official: [Provide the Provost, Vice President or Athletic Director with principal responsibility for the policy]
Other Key Offices: [Provide the name of offices and titles, but not individual names]

VII. Procedures and Forms

[Link to the key Rice office website, procedures, training, or other important information]

VIII. Links to Additional Information [Optional]

[Link to other helpful information]

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David W. Leebron
President

Policy History
Revised: [Insert Date 1, Date 2, Date 3, starting with the most recent]
Issued: [Insert date initial policy was adopted]
Reviewed without change: [Insert date of latest review, if that review did not produce changes]
Clerical Change: [Insert Date 1, Date 2, Date 3, starting with the most recent]