

This template is intended to assist policy writers in formatting and organizing the content of all university policies. Policy writers must use this template and follow The University of Tennessee System Policy and Procedure Glossary and Style Book.

University policies: (1) apply to all campuses and institutes and provide University employees guidance to ensure compliance with state and federal laws and regulations; (2) maintain adequate internal controls to safeguard the University's assets; (3) provide consistent management of resources transactions across the University system; and (4) set the University's expectations for conducting University business and communicates these expectations.

[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 and answer the following questions: What is permitted and/or prohibited? What is required and why? How will issues be handled? If viewers read only this section, they will generally know what the policy is and how it extends to them and the University. ["How to" measures should be elaborated in the Procedures section.]

[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.]

*Outline Format*¹

2.1 HEADING 1

[Text under Heading 1]

2.1.1 SUBHEADING 1

[Text under Subheading 1]

2.1.1.1 SUB SUBHEADING 1

¹ Please use this *Outline Format* in all sections, when applicable.

[Text under Sub Subheading 1]

2.2 Heading 1

...

SECTION 2. Reason for the Policy

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

SECTION 3. Scope and Application

Identify 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. This could include links, an explanation or narrative, and/or a table of any relevant procedures here.

If the Procedures contain subsections, please use the Outline Format of Section 1. If the Procedures contain a list, please use the List Format below.

*List Format*²

Sequential Lists:

- a. [First List Item]
- b. [Second List Item]
- c. [Third List Item]

...

Nonsequential Lists:

- List item
- List item
- List Item

² Please use this *List Format* in all sections, when applicable.

SECTION 5. Definitions

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

Defined Term: [Definition Text]

Defined Term: [Definition Text]

SECTION 6. Penalties/Disciplinary Action for Non-Compliance

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

SECTION 7. Responsible Official & Additional Contacts

This Responsible Official and Additional Contacts section contains those who are responsible or share certain policy responsibilities, organized by subject matter, such as monitoring compliance with the policy, providing additional guidance on policy clarifications, organizing policy training, updating the policy, etc.

[Include all University of Tennessee system and/or campus contacts; 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]			

SECTION 8. Policy History

List the history of any prior revisions of the policy and, if applicable, state whether this policy replaces an existing policy. Use the revision, replacement, and date format below.

Revision 3: XX/XX/XXXX

Revision 2: XX/XX/XXXX

Revision 1: XX/XX/XXXX

[Replacement Statement]

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. This section should only include titles using the List Format of Section 2 and, if possible, include URL links. This section should not contain explanatory text.
