

HOWARD UNIVERSITY POLICY

Policy Number: the number in the applicable series assigned by the University Policy Office, followed by a sequential number.

Policy Title: A descriptive name that succinctly but clearly designates the subject matter. The final word in the title should be “POLICY.” The title appears in UPPERCASE.

Responsible Officer: The Cabinet Officer (and senior level staff member) responsible for implementing, monitoring and maintaining the approved policy.

Responsible Office: Self-explanatory.

Effective Date: The date on which the requirements of the policy are implemented and enforceable.

History: See “Effective Date”

If a revised or updated policy is being issued, then the dates of the original policy and its revisions or updates are shown in chronological order.

The following numbered sections are required components of a policy document.

I. Policy Statement

Succinct statement summarizing key points about the policy. Consideration should be given to the following in drafting a Policy Statement:

- Is this a new or updated policy?
- What problem/issue does this policy address?
- Is this policy necessary for compliance with federal, state local regulations?
- How does the policy further the University’s mission and governance goals?
- What is the anticipated outcome?
- Who is affected?
- Other key issues

II. Rationale

- Reason for policy
 - Legal, regulatory, financial, accreditation or other context
 - Advantages
 - Risk avoidance

III. Entities Affected by this Policy

- Who does this policy pertain to?
- Are any stakeholders/offices, etc. exempted from this policy?

IV. Definitions

- Terms requiring explanation to ensure clarity and understanding.
- Note: Please review other approved University Policies to ensure that definitions are consistent.

V. Policy Procedures – A *brief* description/overview. [Note: Detailed procedures should be promulgated under University Policies to ensure effective implementation, however, they are captured in a separate document, i.e., manual, handbook, etc.]. This section should address:

- Who (key staff, offices, etc.) implements the policy?
- What are the roles and responsibilities?
- What reports are required and how often?
- How will this policy be communicated to those affected?
- What type of training is required?
- How will policy implementation be monitored?
- How will non-compliance be sanctioned?
- How will policy exemptions be handled?
 - Conditions/circumstances
 - Justification

VI. Interim Policies—Defined in the *Policy on Policies*

VII. Sanctions

- Consequences to be applied in situations where policy is disregarded.

VIII. Hyperlink (University Policies) and related Unit policies (Web Address)

Formatting Notes:

- Times New Roman 12
- Pages sequentially numbered, bottom right
- 1” margins all sides
- Outline: I.

A.

1.

a).

(1).

(a).