Policy Development Template

The table below uses Word Table Tools, the boxes will expand as you type.

\* = Required field



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| --- | --- | --- | --- | --- | --- |
| Title\* |  | | | | |
| Document Type\* | Policy | | Guideline | | |
| Procedure | | Form | | |
| **Purpose & Applies To\*** | | | | | |
| Purpose\* |  | | | | |
| Applies To\* |  | | | | |
| Campus\* (Please select if the policy will apply to the entire University, to a main campus and all reporting units, or to a specific campus or campuses. The selections in this section determine which logo(s) appear on the policy.) | All University | | | | |
| Lawrence campus & all reporting units | | | KUMC campus & all reporting units | |
| Lawrence | | | KU Medical Center | |
| Edwards | | | Wichita | |
| Parsons | | | Salina | |
| Juniper Gardens | | |
| Yoder | | |
| Topeka | | |
| List of sections included |  | | | | |
| **Policy Statement, Special Circumstances, & Consequences** | | | | | |
| Policy Statement\* |  | | | | |
| Exclusions or Special Circumstances |  | | | | |
| Consequences |  | | | | |
| **Contacts & Dates** | | | | | |
| Policy Owner\* | View list here: <http://www.policy.ku.edu/library/office> | | | | |
| Contact\* |  | | | | |
| Approved by\* | Title of University official who approved the policy: | | | | |
| Approval Date\* (MM-DD-YYYY) |  | | | | |
| Effective Date\* (MM-DD-YYYY) |  | | | | |
| Review Cycle\* | Semi-annual | Annual | | | Biennial |
| **Background and Related Documents** | | | | | |
| Background |  | | | | |
| Related Statutes, Regulations, and/or Policies |  | | | | |
| Related Procedures |  | | | | |
| Related Forms |  | | | | |
| Related Other |  | | | | |
| **Definitions, Keywords, History** | | | | | |
| Definitions |  | | | | |
| Keywords\* |  | | | | |
| Review, Approval & Change History\* |  | | | | |
| [**Category**](http://policy.drupal.ku.edu/sites/policy.drupal.ku.edu/files/docs/categories.pdf) | | | | | |
| Categories |  | | | | |
| Sub-categories |  | | | | |

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| **Policy Development Template Instructions** | |
| Title\* | Descriptive, definitive name for the policy |
| Document Type\* | Defines the type of document being created, also populates the search feature |
| **Purpose & Applies To\*** | |
| Purpose\* | What is the policy supposed to do; reason for the policy |
| Applies To\* | Who and or what the policy applies to; lists groups who must know and understand the policy |
| Campus\* | Please select if the policy will apply to the entire University, to a main campus and all reporting units, or to a specific campus or campuses. The selections in this section determine which logo(s) appear on the policy. |
| List of sections included | Used for long or complex documents only |
| **Policy Statement, Special Circumstances, & Consequences** | |
| Policy Statement\* | States the requirement or provision which this policy is placing on / extending to the applicable community, and why; responsibilities for adhering to policy |
| Exclusions or Special Circumstances | Statement re: how exceptions are handled List of any locations or organizations that are excluded from the policy List of any funding sources or job classifications that are excluded from the policy |
| Consequences | Official actions that the Policy Owner and/or the University can take for policy violations |
| **Contacts & Dates** | |
| Policy Owner\* | Select office from drop down menu provided in the online system, or view [on](http://policy.drupal.ku.edu/library/office) [website](http://policy.drupal.ku.edu/library/office) |
| Contact\* | who to contact for policy interpretation, enforcement, etc.: title, address, phone, email |
| Approved by\* | Title of University official who approved the policy: |
| Approval Date\* | (MM-DD-YYYY) |
| Effective Date\* | (MM-DD-YYYY) |
| Review Cycle\* | how often policy is reviewed |
| **Background and Related Documents** | |
| Background | Any relevant philosophy, principles, or issues that guide or prompt this policy |
| Related Documents | Provide links to any other related statutes, regulations, and/or policies, procedures, guidelines, or forms that are relevant to this policy |
| **Definitions, Keywords, History** | |
| Definitions | Terminology definitions; these definitions apply to specialized or ambiguous terms as they are used in this policy |
| Keywords\* | Appropriate keywords describing policy content, helps with search functionality |
| Review, Approval & Change History\* | Use this field to record the date (MM-DD-YYYY) and a brief description of the stakeholders, groups or individuals who reviewed/vetted the policy; the approvers of the policy, individuals who approved the policy prior to the official who gave the final approval; and any changes that are made to the policy after initial promulgation. |
| **Category** | |
| Categories | Select from list provided in the online entry form, or [view on website](http://policy.drupal.ku.edu/sites/policy.drupal.ku.edu/files/docs/categories.pdf) |
| Sub-categories | Select from list provided in the online entry form, or [view on website](http://policy.drupal.ku.edu/sites/policy.drupal.ku.edu/files/docs/categories.pdf) |