



RUTGERS POLICY TEMPLATE

Section: The section number will be assigned by the Office of the Secretary of the University.

Section Title: The section title will be assigned by the Office of the Secretary of the University

Policy Name: Enter policy name here.

Formerly Book: Enter the regulation number from the former University Regulations and Procedures Manual here, if applicable.

Approval Authority: This authority (Board of Governors, Board of Trustees, senior executive) is responsible for final approval of a new or revised policy or regulation. In some cases, the "Approval Authority" will be the same as the "Responsible Executive."

Responsible Executive: The President charges this individual with the responsibility to oversee development of university policies and revision of existing policies as required in his or her area of jurisdiction and to ensure that appropriate campus constituents will be consulted during these processes. This executive also will designate a responsible office as explained below. Implementation of policy will be delegated to the senior staff and the offices under their jurisdiction (i.e., Executive Vice President for Academic Affairs, Senior Vice President for Finance and Administration, Secretary of the University, Vice President for Public Affairs, Vice President of University Relations, Senior Vice President and General Counsel, and Chancellors).

Responsible Office: Under the direction of the Responsible Executive, and in collaboration with the various campus constituents, the responsible office will develop a particular policy and procedures and will be accountable for the accuracy of its subject matter, its issuance, and timely updating. This office also will be responsible to ensure that procedures and guidelines necessary to carry out the policy are current and available as hyperlinks to the appropriate departmental web site.

Originally Issued: Date

Revisions: Date(s)

Errors or changes? (provide an email address to the Responsible Office, preferably an office email rather than an individual's personal email)

1. **Policy Statement**

The Policy Statement states who should follow the policy and when the policy applies. It summarizes what the people involved do, but does not describe procedures. In addition, it may state major conditions or restrictions that apply. This section should generally be one to three sentences. (What are we trying to do?)

2. **Reason for Policy**

The Reason for the Policy recognizes the legitimate interests of all parties, describes the problem or conflict the policy will resolve, and cites any legal or regulatory reasons for the policy. This section should generally be two to four sentences. (Why are we trying to do it?)

3. **Who Should Read This Policy**

In this section, please list the persons who should observe the policy and follow its procedures, persons who must understand the policy in order to do their jobs, and people who are affected by the policy. In many cases, it will be “all members of the Rutgers University community.” However, to assist you with this section, some other examples are listed below:

- All members of the Rutgers University community
- All employees
- All employees, including student employees
- Supervisors
- Employees of the university who have managerial or supervisory responsibilities for staff or operations
- Chancellors and vice presidents
- Deans, directors, chairs, and department heads
- University administrators
- Departmental administrators
- Business managers
- Administrative staff
- Financial staff
- Staff responsible for reviewing and/or approving sponsored proposal submissions
- Anyone whose travel is charged to a Rutgers account
- Employees who authorize travel, make travel arrangements, process travel documents, or have signature authority on accounts
- Anyone granted access to Rutgers University data

4. **Related Documents**

This section lists related university policy documents and other documents or forms required to complete the procedures or that provide other relevant information or instructions.

- a. University documents such as policies, guidelines, manuals, contracts, etc.
- b. Other documents such as laws, regulations, statutes, etc.

5. **Contacts**

This directs general questions to administrative offices and names university offices that can answer specific questions about the policy or approve exceptions to the policy. Please list university offices by subject area and include telephone numbers, email addresses, and URLs if appropriate. Departments should not include names of individuals but rather departments or units that are responsible for the policy and the procedures necessary to carry out the policy.

6. **The Policy**

This section expounds upon the policy statement and should provide hyperlinks to procedures (generally on departmental web sites) necessary to follow the policy. Departments are responsible to maintain and keep current all procedures on their web sites. Please use a standard outline format (i.e., I.A.1.a).

Updated March 26, 2009