Policy Manual Guidelines

On occasion, University units may develop a series of policies and procedures that address a wide-ranging topic (Examples include Space, Travel, Consulting, and Information Technology). In these instances, units may choose to create a "Policy & Procedures Manual," instead of a series of single, stand-alone policies and procedures. Manuals should contain the following components: Table of Contents, Executive Summary, Sections and adjoining Subsections. Please note Policy and Procedures Manuals are subject to the same approval process as stand-alone policies.

Table of Contents

The Table of Contents should allow users to quickly search the contents of the manual; sections and subsections should both be incorporated into the Table of Contents.

Executive Summary

An effective Executive Summary should be a general statement, addressing the overall objective(s) of the policy manual. For example: "The following policies focus on University Information Technology, including security, data access and business continuity." Any relative laws, regulations and/or statutes that reinforce or establish the need for the policies should be cited.

Major reoccurring concepts may be included in the body of the Executive Summary. The central placement of reoccurring concepts allows users to quickly access the most important aspects of the manual without cluttering the Sections and Subsections of the policies with previously stated information.

If the manual addresses varying audiences (Students, Faculty, Staff, etc.), who play different roles, then general statements describing their roles is appropriate for the Executive Summary. If various topics will be included under the umbrella of the manual, then brief general statements explaining the topics are appropriate for the Executive Summary.

Sections

If a unit is dealing with numerous policies and procedures that fall under a single category, they can be grouped under a Section. Once arraigned by topic and Section, a brief statement explaining the Section is appropriate.

> **Subsections**
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> Each general Section may have Subsections that address specific aspects or intricacies of the larger Section. These Subsections should be indented within the Section, indicating that the information falls within a Subsection and might not be applicable to other Subsections or Sections.

Procedures/Appendices/FAQS/Contact/Glossary

Policy manuals may or may not contain additional information that would appear in Appendices, FAQ sections, Contact pages or a Glossary of Terms. Units should consider and add these areas as necessary. If the policy manual has accompanying Procedures, units may choose to include them following the appropriate Sections.