

Each policy at www.policy.uconn.edu includes a brief overview of important information pertaining to the policy, such as policy owner, effective date, description and who to contact for more information. Below is a description of each element which must be provided before the policy is published.

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| **Title** | The title must identify the key purpose of the policy, in as few words as possible. |
| **Policy Owner** | The responsible unit or office that owns the policy. This may include more than one unit, however generally should not exceed two. |
| **Applies to** | The population of individuals that must comply with the policy: faculty, staff, students, others. |
| **Campus Applicability** | The campuses that are included in the scope of this policy. For example, Storrs based, School of Law, UConn Health, etc. |
| **Effective Date** | The date the version of the policy was approved by the highest authority required. For example, if the President’s Cabinet approves on 12/10/2014, and the policy did not require further approval (i.e., to the Board of Trustees), the effective date would be 12/10/2014. If the policy must be approved by the Board, the Board approval date is the effective date. |
| **For More Information Contact** | This can be an office or a position. Either is acceptable. Refrain from using an individual’s name. |
| **Contact Information** | A phone number and/or email of the office or position listed above. |
| **Official Website** | Link to University website |

All fields (text alignment) should be justified.

**BACKGROUND** (IF APPLICABLE)

To keep the Purpose and Policy Statements concise, any relevant background or context information may be provided here.

**PURPOSE**

Legal or regulatory reasons as well as overall benefits of the policy. The Purpose statement should begin with “To”. For example, *To ensure compliance with*...

**APPLIES TO** (IF APPLICABLE)

This field may be used to further clarify to whom a policy applies. For example, a policy may apply to all faculty, staff, and students who have a particular responsibility or obligation.

**DEFINITIONS** (IF APPLICABLE)

Define terms that are technical or not commonly understood by the general University community.

**Format:** The term should be BOLD and precede a colon.

**POLICY STATEMENT**

A succinct statement that articulates requirements and restrictions, and establishes standards, rights and responsibilities that apply generally throughout the University. Sentences and paragraphs should be clear and understandable. Acronyms should be spelled out completely the first time the phrase is used. Use strong action words (e.g., will, must, are responsible for, etc.).

**ENFORCEMENT**

All University policies should include the following statement:

Violations of this policy may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, and the University of Connecticut Student Code.

**PROCEDURES/FORMS**

Procedures and forms should not be included within the main body of a policy. Instead, units should include links to procedural information and applicable forms at the end of the policy document.

**REFERENCES**

**POLICY HISTORY**

Comprehensive history of each version of the policy by effective date (effective date represents when the version was approved by the highest authority required). Do not include dates when minor revisions, such as updating URLs or contact information, occurred. Include who or what body of authority approved the policy version.

Example:

**Policy created:** *02/22/2011 (Approved by President’s Cabinet)*

**Revisions:** *04/13/2012 (Approved by President’s Cabinet)*

*12/12/2014 (Approved by …)*

Revised 06/01/2021