Policy Title

Select a policy title that clearly conveys the key policy purpose and objective

Category:

Responsible Office:

Responsible Executive: President, Provost or Vice President

Date Established: to be determined

Date Last Updated:

Summary

Describe the main purpose of the policy in one or two sentences.

Policy Statement

The policy statement:
- Is the governing principle, plan or understanding that guides the action
- Usually the policy statement starts with "The University at Buffalo (UB, university) is committed to…" or similar language
- States what to do, but not how
- Must be clear and understandable
- Should be concise, to the point, and action-oriented
- Is supplemented by the information in the other sections of the policy document
- Does not include background details, historical information or procedural steps

Sub-section Title

Depending on the complexity of the policy, the policy statement may be organized into sub-sections to improve clarity and readability.

Background

Background information may include:
- Why the policy exists
- Significant legal or regulatory references
- Conflict or problem the policy resolves
- Overall benefits

Applicability

Describe who must abide by the policy

Definitions

Word to define

Definition. A definition should not include the word being defined.

- Define:
  - Terms specific or unique to the policy that add to the reader's understanding
  - Unfamiliar or technical terms
  - Terms with special meaning
- List definitions in alphabetical order
- Include only terms that appear in the policy
- The Policy Library Glossary includes definitions used in current university policies

Responsibility

Position title or department, unit or office name

- Use bullets to itemize multiple responsibilities clearly
- Start each responsibility bullet with a verb
- List departments, units, offices or individual job titles for those who are responsible for some aspect of the policy or process
- Summarize the major responsibilities, describing "what" but not "how" of the responsibility
- List tasks that must be completed by an individual, department, or unit
- Additional details can be provided, if needed, on a departmental website

Contact Information

- Include at least one contact who is the subject matter expert, can respond to most questions and direct individuals to additional resources
- Include telephone and email

Contact	Phone	Email
Contact name	Phone number	email

Related Information

University Links

Title and website link of university policy, procedure, document or web location supporting the policy - Include links to guidance, procedures, FAQs

Forms

Title of Form and link, university and external, related to the policy

Related Links

Related links, external to the university, that support the policy, including SUNY, RF, state and federal websites

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