

#-- Title

Created/updated: December 18, 2008

Preamble: *A very brief statement about reason/purpose of the policy and its history. This section will be updated by the Policy Coordinator whenever the policy is edited. This is done for historical recording purposes and is not considered policy in any way.*

Contents:

- A. Definitions
- B. Policy
- C. Process/Procedure
- D. Contact Information
- E. Forms

A. Definitions. List only unique terms that would help readers understand or follow the policy better. Once you define a term, be sure to use it consistently throughout the policy.

A-1. Subcategory. etc. etc.

A-2. Subcategory. etc. etc.

B. Policy. The policy statement.

B-1. Subcategories: **Introduction, General, Responsibility, etc.** May include a brief description that tells the why, what, where, who, wherefore, etc. of this policy. What are we doing, summary of actions, who follows the policy, when does it apply, major conditions/restrictions, any exceptions, is there responsibility assigned to someone/someplace, etc. (Brevity is a must!)

a. Sub-subcategory. etc. etc.

b. Sub-subcategory. etc. etc.

C. Process/Procedure. Series of steps one must take to follow the policy.

D. Contact Information. Which office/unit is the primary resource center for the policy and is available to answer specific questions. Include unit/office name and/or web site, please do not include phone numbers, individual names, or emails unless they are generic and are unlikely to change.

F. Forms (sample or actual).

Note on Links within policy: Keep them to a minimum. Do not link to non-UI sites (check with General Counsel 885-6125 or counsel@uidaho.edu). Confirm that your links are accurate and consistent with the text of your policy.