**Instructions for Drafting University Policies**

**Revised July 2023**

Use the new template on the following pages to draft or revise a university policy. The template is formatted to comply with digital accessibility requirements. You are not limited to the spacing that appears on the form but must ensure it is in the required format, use the Check Accessibility Tool under the Review tab to ensure digital accessibility requirements are met. Policies that are not formatted with digital accessibility will be returned and not be accepted for review. Please contact [oie@ucf.edu](mailto:oie@ucf.edu) for assistance with formatting questions.

**Use of Gender Pronouns in Policy**

To ensure inclusion and minimize distraction when writing policy, UCF recommends the use of the singular “they” when referring to generic or hypothetical person(s). Use the forms “they,” “them,” “theirs,” and so forth. This practice avoids making assumptions about an individual’s gender. Avoid using combinations of pronouns such as “he or she,” “she or he,” “he/she,” and “(s) he” as alternatives to the singular “they” because such constructions imply an exclusively binary understanding of gender and exclude individuals who do not use these pronouns. These forms can also appear awkward and distracting, especially with repetition. Example: “Any party that initially received the complaint should promptly inform University Audit if they obtain additional information from the complainant.” ([UCF Policy 2-010](https://policies.ucf.edu/documents/2-010.pdf)).

**Submission**

Prior to submitting draft policies ready for review by the University Policies and Procedures Committee, they must be sent to the [Faculty Senate](mailto:Faculty%20Senate%20%3cfsenate@ucf.edu%3e) and [College Policy Liaisons](mailto:CollegePolicyLiaison%20%3ccollegepolicyliaison@ucf.edu%3e) for a one week (seven calendar days) review and comment process. Draft policies should be sent via email as a Word document attachment to [Margaret Melli](mailto:Margaret.Melli@ucf.edu). Policies will be accepted only through electronic submission and must include a [Draft Policy Submission Cover Memo Form](https://policies.ucf.edu/documents/DraftPolicySubmissionCoverMemoFormRev-04-2023.pdf). The form is located on the Resources page of the Policy Library webpage.

Please refer to [**2-001 University Policy Development**](https://policies.ucf.edu/documents/2-001.pdf)for additional information.

**Policy Number** Number

**Responsible Authority** The Responsible Authority(s) is the appropriate director or department, division, college, unit head, or vice president who is responsible for developing and implementing the policy, including ensuring accuracy of subject matter, training appropriate audiences, enforcing and monitoring compliance with the policy and timely review of the policy.

**Initiating Authority** The president or appropriate vice president(s) responsible for oversight of the development and implementation of the policy. The Initiating Authority is the sponsor of the policy and may also be the Responsible Authority. No other individuals may initiate a policy.

**Effective Date**

**Date of Origin**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPLICABILITY/ACCOUNTABILITY**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The applicability/accountability section should contain a statement that explains who is required to comply with the policy. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POLICY STATEMENT**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The policy statement describes the purpose, key requirements and expectations of the policy. This section must contain a statement regarding the consequences of noncompliance, including disciplinary actions, when appropriate.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DEFINITIONS**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Definitions shall be consistent across all university policies. Please refer to the University Policy Glossary for existing policy definitions.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROCEDURES (if needed to implement the policy)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Procedures outline the process, or “how to”, to follow in order to comply with the policy.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONTACTS**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This section contains the department contact information to ask questions regarding the policy. This information should include department name, address, phone number, email address, and website information, as applicable.

**(OPTIONAL SECTIONS)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TABLE OF CONTENTS**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A table of contents should be included for lengthy policies to provide an overview of the policy’s contents and organization and to allow the reader to go directly to a specific section of the policy. This belongs at the very beginning of the policy, directly following Date of Origin.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BACKGROUND INFORMATION**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Background information should be included when providing history, impact, or additional regulatory information provides a deeper explanation for the need for the policy. Regulatory drivers should be described in this section. Background Information directly follows the Applicability/Accountability section.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RELATED INFORMATION or DOCUMENTS**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This section contains a list of relevant documents, laws, regulations, and/or other related policies that aid in supplementing the policy. Related Information or Documents is placed directly before the Contacts section.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FORMS**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any forms that are referenced and used as part of the policy shall be listed in this section. Forms are placed following the Related Information or Documents section, if applicable, or directly before the Contacts section.