

Instructions for Drafting University Policies

Revised May 2018

Use the form below to draft or revise a university policy. Please use Cambria in 12 pt. font size and ensure the heading titles and definitions are in bold. You are not limited to the spacing that appears on the form.

Draft policies ready for review by the University Policies and Procedures Committee should be sent via email as a Word document attachment to Carla Markx at Carla.Markx@ucf.edu or Margaret Melli at Margaret.Melli@ucf.edu. There should be clear indication in the transmittal that the draft policy has been reviewed and approved by its initiating authority (vice president). Policies will be accepted only through electronic submission.

Please refer to **2-001.5 University Policy Development** at <http://www.policies.ucf.edu/> for additional information.

POLICY TEMPLATE

SUBJECT	Effective Date	Policy Number
	Supersedes	Page Of
	Responsible Authority	

(REQUIRED)

DATE(S) OF INITIAL ADOPTION AND EFFECTIVE DATE* (HISTORY)

APPLICABILITY/ACCOUNTABILITY

POLICY STATEMENT

DEFINITIONS

PROCEDURES**

INITIATING AUTHORITY

(OPTIONAL)

GENERAL POLICY OR PREAMBLE

BACKGROUND INFORMATION

RELATED INFORMATION

RELATED DOCUMENTS

CONTACTS

FORMS

*THIS REQUIREMENT APPLIES ONLY TO EXISTING POLICIES BEING REVIEWED OR REVISED

**IF ANY ARE NEEDED TO IMPLEMENT THE POLICY