East Stroudsburg University of Pennsylvania
Policy Template
Process Guide

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Policy Title

Policy Number: TBD by Policy Admin.   **Adopted:**
Effective Date: **Amended:**
Related Policies: **Last Reviewed:**

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A. **Policy Statement:** Identify the purpose of the policy, who must follow the policy, when the policy applies, and any authorized actions or restrictions. Procedures are not included in the Policy statement (or any part of the Policy template).

B. **Reason for Policy**: Clarify the reason for the Policy, such as the University's commitment to its mission statement, any problem or conflict it seeks to address, or cite any legal, regulatory, stewardship or other requirement the policy aims to meet.

C. **Appeal Statement/Process:** Indicate if there is an appeal process:

   -If there is an appeal process in place, list the appeal process and/or contact person.
   -If there is not an appeal process, indicate "Not Specified in Current Policy."

D. **Definitions:** Define words to allow for clear, concise and simple language. Check current glossary on University Policy web page to determine if definition(s) currently exists.

E. **Keywords:** Identify Keywords that are used as "Search" tools within the Content Management System.

F. **Related Policies:** List **all** Related Policies, even those that have not yet been adopted by the Council of Trustees. They will be linked at a future date when adopted. IMPORTANT: Do not list hyperlinks on templates. Hyperlinks to attachments are required to be shared between the Web Steward and the Policy Development

Specialist *AFTER FINAL revisions are approved and before they are entered into the Content Management System.*

G. **Other Relevant Information:** List all procedures, forms, and documents that will be linked to this policy. Electronic copies of forms and documents referenced in the Policy must be sent with the templates either in pdf or word format.
IMPORTANT: Do not list hyperlinks on templates. Hyperlinks to attachments are required to be shared with the Policy Development Specialist *AFTER FINAL revisions are approved so they can be entered into the Content Management System.*

H. **Enforcement Body:** List all individuals responsible for enforcing the policy, such as the Division Vice President, Director, Dean, and/or Department/Division (Note: list Title, not name)