\* - indicates a required field.

For questions regarding this template, please send an email to [policies@umw.edu](mailto:policies@umw.edu)

|  |  |
| --- | --- |
| \* **POLICY NAME:** |  |
| \* **POLICY TYPE:** | Choose an item. |
| **POLICY #:** | To be completed by University Policy Manager |
| **\*STATUS:** | Choose an item. |
| **\*CONTACT OFFICE:** | See list of offices on Page 4 |
| **\*OVERSIGHT EXECUTIVE:** |  |
| **\*APPLIES TO:** |  |
| **\*PURPOSE:** |  |
| **DEFINITIONS:** |  |
| **\*POLICY STATEMENT:** |  |
| **PROCEDURES:** |  |
| \* General Procedures for Implementation: |  |
| \* Process for Developing, Approving, and Amending Procedures: |  |
| \* Publication and Communication: |  |
| \* Monitoring, Review, and Reporting:  *(How will* ***compliance*** *be monitored, reviewed and reported?)* |  |
|  |  |
| **RELATED INFORMATION:** |  |
| Policy Background: |  |
| \* Policy Category: | Choose an item. |
| Category Cross Reference: | Leave Blank – this will be filled in by the University Policy Manager. |
| Related Policies: |  |
| **HISTORY:** |  |
| \* Origination Date: |  |
| \* Approved by: |  |
| \* Approval Date: |  |
| \* Effective Date: |  |
| \* Review Process:  *(How will the effectiveness be reviewed? By whom? How often?)* |  |
| \* Next Scheduled Review: |  |
| Revision History: |  |

**GUIDE TO THE POLICY TEMPLATE**

Use the information below as a guide to completing the policies template.

*\* All fields marked by a red asterisk are required.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| \* **POLICY NAME:** | The name of the policy – a brief, informative title.  ***A Policy is defined as****: A s*tatement of principles that directs the management and conduct of university affairs in accordance with the institutional mission. | | | |
| \* **POLICY TYPE:** | Classification scheme used to distinguish policies by authority and scope. Choose the appropriate type from the following:  **Board Policy**: Policy established by the Rector and Board of Visitors as provided by the *Code of Virginia* and the *Bylaws of the Board of Visitors*.  **Presidential Policy:** Policy established under the authority of the President as authorized by the Rector and Board of Visitors and the *Bylaws of the Board of Visitors*. There are four distinct types of presidential policies—   * **University Administrative Policy** (Covers non-academic support issues under the authority of two or more vice presidents) * **Unit-specific Administrative Policy** (Significantly affects activities under the authority of only one vice president) * **University Academic Policy** (Significantly affects activities under the authority of two or more colleges) * **College-specific Academic Policy** (Delegated by the Provost to the dean of the individual college, that involves the activities of only one college)     **Academic Policy Related to the Conferring of Degrees.** Policy established by the faculty as authorized by the Rector and Board of Visitors and the *Bylaws of the Board of Visitors*. This body of policy is detailed in several university publications, including the University Faculty Handbook, the Dictionary of Academic Regulations, and the College catalogs. | | | |
| **POLICY #:** | Leave Blank—will be assigned by the Office of the President in accordance with the University Policy Management and Approval Process | | | |
| \* **STATUS:** | Active or Inactive | | | |
| \* **CONTACT OFFICE:** | The office responsible for ensuring compliance with the policy and taking necessary corrective actions, including updating, provisioning training, etc. Choose from the following: | | | |
| 1. Board of Visitors    1. Internal Audit 2. Office of the President    1. University Events and Conferencing 3. Academic Affairs/Office of the Provost    1. Admissions    2. Bachelor of Liberal Studies    3. Career Services    4. Center for International Education    5. Dean, College of Arts and Sciences 4. Art and Art History 5. Athletics, Health, and Physical Education 6. Biological Sciences 7. Chemistry 8. Classics, Philosophy and Religion 9. Computer Science 10. Earth and Environmental Sciences 11. Economics 12. English, Linguistics, and Communication 13. Geography 14. Historic Preservation 15. History and American Studies 16. Mathematics 17. Modern Foreign Languages 18. Music 19. Physics 20. Political Sciences and International Affairs 21. Psychology 22. Sociology and Anthropology 23. Theatre and Dance     1. Dean, College of Business     2. Dean, College of Education 24. Education     1. Distance and Blended Learning     2. Teaching and Learning Technologies     3. Gari Melchers Home and Studio     4. James Farmer Scholars Program     5. James Monroe Museum and Memorial Library     6. Registrar     7. UMW Libraries     8. UMW Galleries | | 1. Administration and Finance    1. Bookstore    2. Budget and Financial Analysis    3. Business Services    4. Dining Services    5. Eagle One    6. Emergency Management and Safety    7. Facilities Services    8. Finance    9. Human Resources    10. Public Safety and Community Services    11. Purchasing and Central Storeroom    12. University Police 2. Student Affairs    1. Campus Recreation    2. Counseling and Psychological Services    3. Health Center    4. Judicial Affairs and Community Responsibility    5. Multicultural Center    6. Residence Life    7. Student Activities    8. Student Life 3. Advancement and University Relations    1. Alumni Relations    2. Design Services    3. University Advancement    4. University Publications    5. University Relations and Communications 4. Information Technology    1. Enterprise Application Services    2. Enterprise Information Systems    3. Information Security    4. Information Technology Support Services    5. Network and Communications 5. Economic Development and Regional Engagement    1. Small Business Development Center 6. University of Mary Washington Foundation |  |

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| \* **OVERSIGHT EXECUTIVE:** | The designated individual responsible for implementing the policy and who is accountable for the subject matter of the policy. |
| \* **APPLIES TO:** | List all individuals, offices, departments, or units to whom the policy applies. |
| \* **PURPOSE:** | The statement of purpose is a concise rationale for why the policy exists (including legal or regulatory reasons for the policy) and which aligns it with the mission of the institution or unit. |
| **DEFINITIONS:** | ***Definitions:*** Terms unique to the policy that have policy specific meaning and which offer clarification to the policy statement. |
| \* **POLICY STATEMENT:** | A policy statement is the language of the policy and includes the following required items:   1. a statement that encapsulates the purpose of the policy; 2. a statement that aligns the policy with the university and/or unit mission; 3. an identification of who it affects and to whom and under what conditions it applies; 4. an identification of any mandated actions which follow from the policy; and, 5. a statement regarding whether or not compliance with the procedures is mandatory. |
| **PROCEDURES:** | ***Procedures are defined as****:* Statements that prescribe actions to be taken to comply with and implement university policies. |
| \* General Procedures for Implementation: | Describe how the policy is implemented; that is, the process for carrying it out to meet its stated objective. |
| \* Process for Developing, Approving, and Amending Procedures: | Clarify the relationship between the policy and the procedures to implement it, as well as the process by which those procedures are developed, approved, and amended. |
| \*Publication and Communication: | Describe the means by which institutional constituents are informed of the policy and the procedures it entails. |
| \*Monitoring, Review, and Reporting: | Describe the means by which policy compliance will be monitored, reviewed and reported. |
| **RELATED INFORMATION:** |  |
| Policy Background: | If appropriate, this is an optional space for a brief narrative history of the policy and its origination. |
| Policy Category: | The Policy Category refers to the classification scheme used to distinguish policies according to areas delineated in the *University Policy Manual* (e.g. academic, business and finance, student affairs, etc.) Generally, these correspond to the vice presidents or cabinet-level positions responsible for each major area of University operations. |
| Category Cross Reference: | Leave Blank – this will be filled in by the University Policy Manager. |
| Related Policies: | Provide the names of any other policies (if any) that are directly related to this policy and, if necessary, indicate how these are related. |
| **HISTORY:** |  |
| \* Origination Date: | The date on which the policy originally became effective. |
| \* Approved by: | The name(s) and title of the person(s) responsible for approving the most recent version of the policy. |
| \* Approval Date: | The date that the current version of the policy was approved. |
| \* Effective Date: | The date that the most recently approved version of the policy became effective. |
| \* Review Process: | The schedule and process for reviewing the effectiveness of the policy and its attendant procedures. |
| \* Next Scheduled Review: | Day, month, and year of the next scheduled review or “As needed.” |
| Revision History: | Each approved change should be indicated in a new row added to this table. Subsequent revisions should be noted in chronological order by number (e.g. Rev. 1), person(s) who revised the policy, date of revision, and a description of the nature of the revision. |