**Handbook of Operating Procedures**

**University of Texas at Austin**

***(Policy Template)***

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| --- | --- |
| **Policy Number:**  **Policy Contents:**   * [**Policy Statement**](#_top) * [**Reason for Policy**](#_top) * **Scope (Audience)** * **Definitions** * **Website (for policy)** * **Contacts** * **Responsibilities & Procedures** * **Forms & Tools** * **FAQ’s** * **Related Information** * **History** | **Policy Title:**  **Effective Date:** Month, Year  **Responsible Executive Sponsor**:  **Responsible Policy Owner:**    **Policy Contact:** |



**(Enter Policy Title)**

1. **Policy Statement**

Provide a clear and concise statement of the university’s principles on the issue.

1. **Reason for Policy**

State a reason or rationale why the policy is needed such as legal or regulatory requirement, risk mitigation or general principle the university community must follow.

1. **Scope & Audience**

Identify who is affected by this policy or who needs to read it.

1. **Definitions**

Define key terms used in policy.

1. **Website (for policy)**

Identify a website address for the policy.

1. **Contacts**

|  |  |  |
| --- | --- | --- |
| **Department** | **Phone Number** | **Website** |
|  |  |  |

1. **Responsibilities & Procedures**

Summarize all responsibilities of the university parties and offices named in the policy and including top level procedures necessary for compliance with the policy. Directional links to other detailed procedural steps can be used to aid in this section.

1. **Forms & Tools** (optional: resources to aid in compliance, if applicable)
2. **Frequently Asked Questions** (optional)
3. **Related Information**

Other policies or information that should be cross referenced with links if possible. Include related Handbook of Operating Procedures policies, Regents’ Rules, federal and state laws and links to internal website information/guidelines related to the policy.

1. **History**

Include information about previous revision dates, whether this is a replacement policy or other useful background information that would assist in policy interpretation (intent and application)

**Original Issue Date: (month, year)**

**Next scheduled review date: (month, year)**