

## Policy GA-UA-PO3

### HOP Policy Template

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#### I. **Title**

Subchapter 1-400 HOP Policy Template

#### II. **Policy**

This policy format has been approved by the University of Texas System Office of General Counsel. All new sections initiated after November 14, 2008 will conform to this format. Each new UT Arlington policy will include, at a minimum, the following paragraphs:

- Title
- Policy
- Definitions
- Relevant Federal and State Statutes
- Relevant UT System Policies, Procedures and Forms
- Who Should Know
- UT Arlington Office(s) Responsible for Policy
- Dates Approved or Amended
- Contact Information

#### III. **Definitions**

None

**IV. Relevant Federal and State Statutes**

None

**V. Relevant UT System Policies, Procedures and Forms**

*Handbook of Operating Procedures Policy Template Format Guidelines* ([Exhibit 24-1](#))

**VI. Who Should Know**

This policy impacts all employees who participate in drafting, reviewing or approving new Policies for the UT Arlington Handbook of Operating Procedures.

**VII. UT Arlington Office(s) Responsible for Policy**

The Office of the President of UT Arlington

**VIII. Dates Approved or Amended**

November 14, 2008

**IX. Contact Information**

All questions concerning this policy should be directed to the Office of the President of UT Arlington, Policy Coordinator.