

The University of Texas at Arlington Handbook of Operating Procedures Policy Template Format Guidelines

Contents

- I. Title
 - II. Policy
 - III. Definitions
 - IV. Relevant Federal and State Statutes
 - V. Relevant UT System Policies, Procedures and Forms
 - VI. Who Should Know
 - VII. UT Arlington Office(s) Responsible for Policy
 - VIII. Dates Approved or Amended
 - IX. Contact Information
-

Each of the listed sections must be completed. Exceptions are sections III and IV, which may be completed with “N/A” if there is no need for information in these sections.

I. Title

New policy titles should provide a concise description of the subject: avoid general wording that could describe many different subjects.

II. Policy

This policy section describes the policy. Most of the policy’s content will be in this section. The structure that will be applied will be as follows.

- A.
 - 1.
 - a.
 - i.

III. Definitions

List in alphabetic order and define all acronyms and terms that a reader not familiar with the policy would need in order to understand the policy.

IV. Relevant Federal and State Statutes

Provide specific citations of federal and state statutes that the policy supports. This requirement is particularly important when no related UT System policies are available.

V. Relevant UT System Policies, Procedures and Forms

Provide specific citations of related UT System policies, procedures and forms that this policy supports or uses.

VI. Who Should Know

List groups, departments, and offices that will be impacted by this policy. Include whoever will be required to comply with the policy and whose procedures will change in order to support the policy.

VII. UT Arlington Office(s) Responsible for Policy

Provide the name of the authoring department

VIII. Dates Approved or Amended

Begin with the date the policy was first approved, then list approval dates for each amendment thereafter.

IX. Contact Information

Do not list names. Enter the name of the office that will be able to answer any questions about the policy. Provide an email link to the office and/or the phone number for the office.