

## Appendix I

### Manual of Policies and Procedures Template for Policies

**Policy #** - A number provided by the University Policy Committee (UPC) on initial inception of the policy.

**Title** - Official name of the policy.

**Date of Current Revision** - Month and year that the latest version of the policy was posted to the web.

**Primary Responsible Officer** - Person responsible for accuracy, timeliness and implementation of the policy.

**Secondary Responsible Officer** - Person responsible for accuracy, timeliness and implementation of the policy in the absence of the Primary Responsible Officer.

1. **PURPOSE**

Subject of the policy and what it is trying to accomplish, in one sentence, if possible.

2. **AUTHORITY**

Each policy shall use the same statement, which reads, "The Board of Visitors has been authorized by the Commonwealth of Virginia to govern James Madison University. See Code of Virginia § 23.1-1600. The Board has delegated the authority to manage the university to the president."

**STATE OR FEDERAL STATUTE AND /OR REGULATION**

Describe the supplemental authority granted by the state or federal government that allows JMU to establish and enforce this policy.

3. **DEFINITIONS**

Definitions of words that might be confusing, have different possible meanings, or are being used in a specific way.

4. **APPLICABILITY**

Describe to whom the policy applies (board members, administrators, faculty, staff, students, affiliates, visitors, etc.).

5. **POLICY**

Describe the policy by phrasing each statement separately in numbered paragraphs of one sentence in length, if possible.

6. **PROCEDURES**

Describe the detailed steps associated with implementing the policy.

7. **RESPONSIBILITIES**

Describe in detail what offices/individuals (including the office with primary responsibility) have the job of making the policy and procedures work.

8. **SANCTIONS**

Describe what happens to violators, including the range of possible punishment. The following standard statement may be inserted here: "Sanctions will be commensurate with the severity and/or frequency of the offense and may include termination of employment or expulsion from the university."

9. EXCLUSIONS

The president has the authority to sign into effect, waive or temporarily alter any policy necessary to address an emergency or temporary situation, without utilizing the procedures outlined in this policy.

In the absence of the president and with the support of the other vice presidents, the vice president who is in a supervisory or reviewer status over the responsible officer listed for the policy may temporarily sign a policy into effect in an emergency, subject to ratification by the president. If the president fails to ratify the temporary policy by signing it within three months, it will automatically become void.

10. INTERPRETATION

Identify who is empowered to describe what the policy means and how to apply it.

**Previous version**

The date of the previously posted version of the policy.

**Approved by the president**

The date that the president last approved the policy.

President's name and title appear here.

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

**APPENDICES**

Anything that would help to implement the policy (i.e., a form or example of a memorandum or a template)