POLICY (TEMPLATE INSTRUCTIONS)

(Use Arial Font size 10 for everything below)

A separate "Policy Approval/Review Form" must be included with any policy submissions to Cabinet.

Policy Name:	See below				
Section #:	See Below	**Section Title:**	See Below		
Responsible Cabinet Member:	See below	**Proposed:**	See below	**Adopted:**	See below
Responsible Office:	See below	**Last Reviewed:**	See below	**Revised:**	See below
Contact:	See below	**Approved:**	See below	**Webpage:**	See Below

Policy Name: It is the primary means of identifying, locating and referring to a policy. It should be clear and concise and accurately represent the policy content.

Section #: The section number will be assigned by the Employee Engagement & Organization Development Manager.

Section Title: The section title will be assigned by the Employee Engagement & Organization Development Manager.

Responsible Cabinet Member: The President or governing board charges this individual with the responsibility to oversee development of certain college policies and the revision of existing policies as required in his or her area of jurisdiction and to ensure that appropriate stakeholders (e.g., vice presidents, deans, administrators, faculty senate, etc.) are appropriately consulted during these processes. This executive also designates a responsible office as explained below.

Responsible Office: Under the direction of the Responsible Executive, the responsible office develops or updates a particular policy and will be accountable for the accuracy of its subject matter, its issuance, and timely review. This office is also responsible for ensuring that procedures necessary to carry out the policy are current and available as hyperlinks to the appropriate departmental web site.

Contact: Specify Responsible Office contact that can serve as a focal point for responding to comments and specific questions about the policy.

Proposed: Date the policy was first proposed (Leave blank if unknown.)

Adopted: Date the policy was first approved by the Cabinet and posted (Leave blank if unknown.)

Last Reviewed: Date the policy was last reviewed

Revised: Date(s) of revisions made to the policy

Approved: Date officially approved by the Cabinet

Webpage: Date policy added to the Policies webpage

1. Policy Statement
This section broadly describes policy's core provisions, or requirements. This section should generally be very brief.

2. Reason for Policy
This section should state the purpose, rationale and justification, citing any legal or regulatory reasons for this policy. This section should generally be very brief.

3. Who Should Read this Policy
In this section, please list the broad job classifications of the individuals who should comply with the policy requirements, individuals who must understand the policy in order to do their jobs, and individuals who are affected by the policy. In many cases, it will be "all members of the Gordon State College community." However, some other examples are listed below:

- All members of the Gordon State College community
- All faculty and staff members
- All faculty and staff members including student employees
- Supervisors
- Faculty and staff members with managerial or supervisory responsibilities for staff or operations
- Vice Presidents
- Deans, directors, chairs, and department heads
- Departmental administrators

4. Resources
This section may list resources including links to related policy documents, other related documents or contacts in addition to the one listed in the header under "Contact" from Responsible Office.
a. College documents such as policies, guidelines, manuals, contracts, etc.
b. Other documents such as laws, regulations, statutes, etc.
c. Departmental websites where procedures are maintained
d. Contact information for relevant subject matter experts

5. Definitions
Define any specialized terms used in the policy. List terms alphabetically using the format below.

[Term]
[Insert definition here.]

6. The Policy
Insert the policy in this section. Please use a standard outline format (i.e., I.A.1.a).

Optional Table of Contents
Include a table of contents only for those policies that are complex, longer than 8 pages. Not all policies will require a table of contents.