

UNIVERSITY POLICY FORMAT STANDARDS

Policy proposals shall be submitted in the following format order (asterisks signify required information):

Policy Title*: A descriptive and informative statement without being verbose. The policy title shall not begin with “Policy,” “Pittsburg State University,” “PSU,” or “University.”

Purpose: States the reason the policy exists.

Applies to*: For instance, does this policy apply to all university employees, administration, supervisors, students?

Definitions*: Key terms may require further description for clarity of the policy.

Policy Statement*: The general policy statement, processes, and procedures with appropriate subsections will be listed in this section of the policy.

Exclusions or Special Circumstances: Typically, this is a unique or exceptional situation covered by law or agreement that requires deviation from a rule or procedure.

Consequences: While the failure to follow university policy is itself a consequence, there may be additional consequences to be identified in this section.

Related Information*: A list of related university policies, federal or state law, or KBOR policies.

Contact*: The Responsible Executive or Policy Contact with primary subject matter responsibility for interpretation, review, and compliance with the policy. Includes job title or unit, unit phone number, or unit email address.

Approved By: Names either the Executive or Executive Group that first approved the policy.

Date Approved*: Shows when the policy was first approved and issued.

Review Cycle*: At a minimum, a policy should be reviewed every five (5) years.

Keywords*: Used to identify and categorize the content of the policy within the Policy Library. A keyword should be a word that a user could potentially enter to search for a policy.

Change History*: Shows the date the policy was most recently updated.

Policy Category: Used to identify and categorize the content of the policy within the Policy Library. Choose as many as are applicable. Categories are: Academic Affairs, Administrative, Human Resources, Financial, Information Technology, Facilities and Operations, Research, Safety, and Students.