

SONOMA STATE UNIVERSITY

Title:	
Policy Owner:	
Policy Contact:	
Effective date:	

Purpose: [Background information explaining the need and result of the policy. Generally, 1-2 sentences, the purpose (reason for this policy) cites the university's commitment to a value or strategic goal, why the policy must exist, the problem or conflict the policy seeks to address, or cites any legal, regulatory, stewardship or other requirement the policy aims to meet. This information is helpful when the policy needs to be reviewed/updated.]

Policy Statement (optional): [A well-articulated, authoritative expression of philosophy and direction. Does not change frequently. Generally, 1-2 paragraphs, the "Policy Statement" states the policy's intent, when the policy applies, and any mandated actions or constraints. It doesn't describe procedures.]

Policy Scope: [Required elements for any procedures supporting the policy. All categories of people, processes, and governance to which the policy applies. This could change frequently.]

Definitions: [Unique terms that by being defined, add to the reader's understanding of the policy.]

Responsibilities: [A list of units or individuals responsible for various aspects of the policy, along with their primary responsibilities.]

Policy Details: [The core content of the policy outlines the governing principles that guide actions. Do not include procedural steps in this section.]

Related information: [Links to related policies, statutory authorities, applicable legal or regulatory references, or any other relevant information.]

When drafting or updating a policy, ensure that any relevant Executive Orders are explicitly referenced and incorporated, providing clear context and alignment with the directives outlined in the order. Live links are recommended to existing references to ensure relevant materials may be directly referenced by readers.

Outline Format:

Roman Numeral (I, II, III, ...)

Capital Letter (A, B, C, ...)

Number (1, 2, 3, ...)

Non-capital letter (a, b, c, ...)