TEMPLATE FOR DRAFTING PROPOSED UNIVERSITY ADMINISTRATIVE POLICY

Each proposed university policy must include the following information:

- Policy Title
- Proposed Policy Number
- Policy in Garamond font
- Approved By / Date
- Periodic Review Date (Every three years)
- Updated date
- Name of the Responsible Administrator
- Area of the Responsible Administrator
- Policy Contact, Responsible Administrator's Designee (Person's Name and Job Title)
- Policy Is Required By: USM Policy/Number/Title, Law/Regulation Name/Citation, Directive or Guideline Name
- Policy Is: New or Revision or Abolished
- Policy Text - May Include Some or All of the Following:
  - Purpose
  - Policy Statement
  - To Whom the Policy Applies (e.g. Faculty, Staff, Students, etc.)
  - Definitions
  - Policy Scope; Inclusions and Exclusion
  - Roles and Responsibilities
  - Exceptions to the Policy That May be Requested (if any); Request Process
  - Grievances Permitted About Decisions Under the Policy (if any); Grievance Process
  - Periodic Reporting Required
  - Attachments: Guidelines, Charts
  - Proposed Effective Date

Look at the following sample policies for examples:

- I-12.3 Policy on Student Social Media Privacy (http://www.ubalt.edu/policies/administrative/I-12.3.pdf)
- II-7.1 Sexual Misconduct Policy (http://www.ubalt.edu/policies/administrative/II-7.1.pdf)