

Policy Name:			
Policy No:		Approval Authority:	
Volume:	Number, Name of Volume	Responsible Executive:	
Chapter:	Number, Name of policy	Responsible Office:	
Originally issued:	Month day, year	Revisions:	Date of first revision; date of second revision; etc

Policy Statement

This section broadly describes, in two to four sentences, the policy’s intent, who must follow the policy, when the policy applies, and any mandated actions or constraints. It doesn't describe procedures.

Reason for Policy

This section should state, in two to four sentences, the university’s commitment to a value, mission or principle, why the policy must exist, the problem or conflict the policy seeks to address, and/or any legal, regulatory, stewardship or other requirements the policy aims to meet.

Policy Applies to

The university’s position is that policies must apply to all units of the university. Therefore, policy makers must make an effort to include all campuses in discussions involving the development or revision of policies, where appropriate. Depending on the outcome of those discussions, use one of the following two statements in this section:

- All units of the university
- The specific campus(es)

Who Should Read this Policy

List persons who must understand the policy in order to do their jobs. Examples:

- All members of the university community
- All regular staff members
- Deans, directors, and division heads
- Unit human resource representatives

Contacts

List the most likely areas of reader questions and the office that can answer questions in each area. Be as specific as possible so users can have their questions addressed efficiently.

Note: Please do not list contact information for specific staff members, as individuals often change positions. Instead, use department contact information.

Definitions

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

Term: Definition

The Policy

Insert the policy in this section. Please use a standard outline format:

1. Section
 - 1.1. Sub-section
 - 1.1.1. Sub-sub-section

Forms and Tools

Please list all documents related to the policy. This may include legislation, by-laws, templates, forms, standards, guidelines, etc.

Name of Document Link to document

For documents found on the NSCAD website, the link will be: <http://nscad.ca/site-nscad/media/nscad/filename.pdf>
(Replace “filename.pdf” with the actual file name and extension of the target document.)