

**Category:**
**Responsible Office:**
**Responsible University Official:**
**Effective Date:**

***POLICY NAME***

# **Policy Summary**

This section should contain a concise summary of the policy content. A two or three sentence paragraph should be enough in most cases.

# **Scope**

This policy affects the following groups of the University: (Remove those for whom the policy does not apply)

* Entire University Community
* Executive Officers
* Vice Presidents
* Deans
* Associate/Assistant Vice Presidents
* Directors/Chairs
* Budget Managers
* Full-time Staff
* Part-time Staff
* Full-time Faculty
* Part-time Faculty
* Student Employees
* Students

If applicable this section can include a more specific list of individuals and departments impacted by the policy. An example may be “Faculty, staff and students involved with externally sponsored grants and projects” or “This policy applies to all employees of DePaul University who have completed one (1) year of service (consecutive or nonconsecutive) and have worked a minimum of 1,250 hours during the 12-month period immediately preceding the start of their leave.”

# **Policy**

The complete text of the policy statement goes in this section.

# **Procedures**

Any text relating to the procedures necessary to implement the policy should go here. Forms or documents should be included in the appendices.

This section may be marked “No Procedure” if none are needed.

# **Divisional Collaborations**

Include in this section any departments or divisions that have a direct impact and/or partnering to the policy and a brief description of that role. This will ensure that awareness and policy review includes all affected owners.

# **Contact Information**

This area should include any pertinent contact information regarding questions or concerns with the policy. It should include websites, e-mail addresses, and telephone numbers.

# **Appendices**

This section should include any appendices accompanying the policy. These can include supporting documents, forms, guides or illustrations.

# **History/Revision Dates**

Origination Date:

Last Amended Date:

Next Review Date: