Policy Template Guidance

This template will assist with drafting and formatting university administrative policies. It contains descriptions of what information should be provided for each section of a policy. The template includes examples of policy content.

Format

1. **Paragraph Header**
    a. **Sub-section Header**
        i. **Sub-sub section Header**
            A. **Sub-sub-sub section Header**

Notes:

- All policy documents use the font "Arial" size 12. Headings use "Arial" size 13.
- Numbering each paragraph is recommended. Numbering of all policy statements is required.
- The Policy examples provided below are not to be interpreted as official university policy statements.

Template / Outline

[Policy Document Title]

- **Related Documents:** Title of all related document(s) such as procedures, schedules, or forms, and links to the document(s).
- **Unit or Role Responsible:** name of job title or unit responsible for administration of the policy.
- **Owner:** Job title of the Executive Group member to whom the unit or role responsible reports
- **Approver:** By default this is the President, unless, in certain circumstances it may be the Board of Governors.
- **Date Issued:** Year of initial approval
- **Approvals/Revisions:** Year of subsequent reviews. The review may or may not include revisions.

I. Purpose

[Describe policy's objective. If there are multiple paragraphs, consider numbering the paragraphs.]

Example: “The purpose of this Policy is to ensure the University’s compliance with the *XYZ Act* and other applicable legislation.”

II. Scope and Application

[Describe to whom or to what the policy applies. Note any excluded groups or areas if relevant. If there are multiple statements about to whom and to what the policy applies and does not apply, to facilitate readability, it is recommended that the statements be numbered.]

Example:

1. This Policy applies to faculty and staff. It does not apply to students.

2. The Policy applies to activities on the Toronto campus. It does not apply to activities on the Brampton campus.

III. Definitions

[Provide key terms, abbreviations, and acronyms associated with the policy. Include specific terms that are important to understand the policy. The list of definitions is in alphabetical order and is not numbered]

Example:
“Policy” means the ABC and XYZ Policy

“University” means Toronto Metropolitan University.

IV. Policy

[Provide focused statements describing the intent, governing principles or desired results related to the stated purpose. Use simple, straightforward language.Include reference to applicable policy principles described in the Administrative Policy Framework.]

Example:
1. In an Emergency, the University Community is required to follow the directives of Community Safety and Security as well as other official University directives.

V. Roles and Responsibilities

[Identifies the roles and responsibilities of employees, students, or others, as related to the policy. Does not include a repetition of who the Owner and Approver is, unless the role has additional and specific responsibilities as related to the policy.]

Example:
General Counsel and Board Secretariat: provides guidance on the interpretation and application of this Policy and the accompanying procedures. It manages complaint resolution related to this Policy. It makes recommendations for how the University may respond to non-compliance with this Policy.

OR

1. General Counsel and Board Secretariat:

a. Provides guidance on the interpretation and application of this policy and the accompanying procedures;

b. Manages complaint resolution related to this policy; and

c. Makes recommendations for how the University may respond to non-compliance with this policy.