# Policy Number & Title

| **Responsible Officer:** | [Responsible Officer Title] |
| --- | --- |
| **Responsible Office:** | [Responsible Office] |
| **Issuance Date:** | [The date of issuance by the President] |
| **Effective Date:** | [The date that the Policy is first enforceable] |
| **Scope:** | [The intended audience for which the Policy applies] |

|  |  |
| --- | --- |
| **Contact:**  | Name of the Policy Owner  |
| **Title:** | Position Title of Policy Owner |
| **Email:** | Name@ucop.edu |
| **Phone:** | (510) 987-XXXX |

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## Policy Summary

[Briefly summarize the information covered in the policy and the purpose. If applicable, include the legal, regulatory, financial, operational, accreditation, technological, and/or social requirements this policy addresses.]

## Definitions

[Include definitions of terms used frequently throughout the policy that would increase the reader’s understanding (e.g., technical, uncommon, specific to this policy) in alphabetical order. When a term is used only once, define it only when used and omit it from this section.]

## Policy Text

[Include the main text of the policy that states the governing principles that guides actions. Any Procedures should be included in Section VI.]

## COMPLIANCE / RESPONSIBILITIES

[List the individual roles by position or units/departments/committees (or Stakeholders) with required responsibilities or authorities for instituting or complying with all or some portion of the policy.

Which position is responsible for implementing and enforcing the policy?

Which position is responsible for providing interpretations/clarification?]

## Procedures

[Clearly describe the high-level required action steps that must be followed by all applicable locations to ensure compliance. Detailed process steps that frequently change or are specific to a particular location should not be included. Links may be provided to other applicable resources, processes, and guidelines.

If there are no procedures, “Not Applicable” may be included]

## Related Information

[Reference any other sources, policies upon which this Policy is based on, such as federal and state laws (e.g., California Governor’s Executive Orders), or organizational documents that complement, supplement, or help explain provisions within the policy (e.g., guidelines, checklists, standards).

Place citations in order of relevance / importance to the policy topic.]

## Frequently Asked Questions

[This section may be useful in assisting policy users to better understand a new or revised policy.

If there are no Frequently Asked Questions, “Not Applicable” may be included.]

## Revision History

This Policy is also reformatted to meet Web Content Accessibility Guidelines (WCAG) 2.0

[The revision history is a record of changes by date, for the specified policy.

For a new policy, indicate that on the first line. If this policy replaces another policy, the revision history briefly identifies the title and effective date of the former policy.

For revisions, provide a short (1 or 2 sentence) description of the changes from the previous version of the policy.]

##  APPENDIx

[This section is OPTIONAL. Certain supplemental information can be included such as flow charts]