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**POLICIES AND PROCEDURES (ISUPP)**

**Insert Policy Title**

**ISUPP ####**

*POLICY INFORMATION*

**Policy Section:** *Insert applicable Policy Section I through XI*

**Policy Title:** *Insert title*

**Responsible Executive (RE):** *Insert – Academic Vice President and Provost, Vice President, Athletics Director, Public Safety Director, Associate Vice President of Human Resources, Chief Information Officer, Associate VP for Facilities, or General Counsel*

**Sponsoring Organization (SO):** *Insert SO under the authority of RE*

**Dates: Effective Date:** *Insert original effective date*

**Revised:** TBD (*include all revision dates)*

**Review:** TBD by UPM

1. **INTRODUCTION** (optional)

This section should briefly describe the background and history surrounding the need for developing the policy, such as, governmental regulations or State Board of Education policy.

1. **DEFINITIONS** (optional)

When the subject matter requires a precise understanding of terms, they should be included here. This allows easy reference for terms that may not be commonly known but the term is used frequently throughout the policy. When a term has limited use, it can be defined in the body of the section and Definitions may be omitted. Terms defined in this section, that appear in the body of the text, should be capitalized throughout the entirety of the document.

1. **(Text)**
2. **(Text)**
3. **(Text)**
4. **POLICY STATEMENT** (required)

This section sets forth the specific policy and should include the purpose and objectives to be accomplished, including clarifications on the subject matter.

1. **AUTHORITY AND RESPONSIBILITIES** (required)

This section describes the scope of the policy and includes key individuals and departments which have authority and responsibilities to perform various duties set forth in the policy.

1. (Text)
2. (Text)
3. (Text)
4. **PROCEDURES** (optional)

Procedures describe how the policy is implemented. The action steps included here should clearly and accurately describe the process and responsibilities for accomplishing tasks governed by the policy. Procedures are the required process for the specific situation. The procedures should be organized for ease of use. Some policy sections may require multiple procedure headings for the different tasks addressed. Some policy sections may find it useful to include individual responsibilities as a separate heading rather than within the procedures. While procedures are organized as a chronological series of steps required to accomplish a task, responsibilities are organized as lists of tasks that must be completed by an individual or department.

1. (Text)
   1. (Text)
      1. (Text)
         1. (Text)
            1. (Text)
2. **RELATED RULES, LAWS, AND POLICIES** (optional)

This section lists laws, rules, and other policies that have been cited throughout the policy, or would be helpful for readers to reference for further information and context on the subject matter.

1. (Text)
2. (Text)
3. (Text)
4. **ATTACHMENTS** (optional)

A. Appendix A -

B. Appendix B -

The outline structure and sequence for ISU Policies and Procedures must include the “POLICY STATEMENT” and “AUTHORITY/RESPONSIBILITIES” sections. The “INTRODUCTION,” “DEFINITIONS,” “PROCEDURES”, “RELATED LAWS, RULES, AND POLICIES,” and “ATTACHMENTS” sections should be included, when necessary, but are optional.

The outline structure should include subsets as shown below:

* 1. Subheading – (Insert appropriate data.)
     1. Subheading – (Insert appropriate data.)
        1. Subheading – (Insert appropriate data.)
           1. Subheading – (Insert appropriate data.)

Subheading – (Insert appropriate data).

Policies and procedures may also contain the following information as necessary:

* Background information
* Related information and/or documents
* Forms
* Charts, Tables, or Diagrams
* Contacts

If the policy is approved, the University Policy Manager will obtain the President’s certification and publish the final policy.