



## **Policy Template**

September 2011

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### **Title**

Descriptive title of the policy.

### **Purpose**

Brief description of what actions/issues the policy addresses.

### **Scope**

Describes who is covered by the policy.

### **Policy Statement**

The core content of the policy.

### **Review Entity(ies)**

Entities who approved the policy.

### **Approval Date**

Date of the policy approval and subsequent approval(s) coming from a policy review process.

### **Effective Date**

Date policy goes into effect.

### **Executive Sponsor(s)**

Identifies the executive sponsor(s) of the policy.

### **Policy Manager(s)**

Identifies the entities that are responsible for managing the policy as a policy document.

### **Responsible Office(s)**

Identifies the entity(ies) responsible for managing the policy as a management tool. This may delineate responsibilities for each office. For example, Office X is responsible for training, Office Y is responsible for monitoring, and Office Z is responsible for enforcement.

### **Revision**

Contains a statement that Tufts reserves the right to revise the policy. Could say something like: "The University reserves the right to change this policy from time to time. Proposed changes will normally be developed by the policy managers with appropriate stakeholders. The review entities have sole authority to approve changes to this policy."

### **Review Cycle**

Identifies review and renewal cycle for the policy *if needed*.

### **Distribution**

Identifies how the policy is disseminated.