

POLICY ON THE DEVELOPMENT AND REVISION OF BYLAWS, POLICIES, PROCEDURES, AND MANUALS

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For any comments, feedback, or query, please contact: policies@aub.edu.lb.

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Section 1 – Policy

The bylaws of the University provide for the trustees to approve policies, and for the president and appropriate committees to formulate the policies of the University. The policies of the Board of Trustees, as well as those for all facets of the University's operations, shall be documented and reviewed on a regular basis. Procedures manuals shall be provided to:

1. Describe how an operation is handled in accordance with the University's policies.
2. Assist staff in their day-to-day work.
3. Provide a resource for the training of staff.

The university administration is responsible for developing bylaws and policies, while the concerned departments are responsible for developing procedures and compiling manuals.

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Section 2 – Procedures

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1. Policies and Procedures Review Committee

The Policies and Procedures Review Committee (PPRC), as established by the president, oversees the development and/or revision of all university wide policies, bylaws, procedures, and manuals (also referred to herein as "documents"). It is also responsible for identifying lacunae and obsolete passages in AUB's bylaws, policies, procedures, and manuals, and directing the development and/or the review of the documents identified.

Furthermore, the PPRC will review departmental manuals whenever those manuals include procedures that have broader application than the department concerned.

The committee shall meet to consider agenda items that may be submitted to it by the president, the provost, the Policies and Procedures Office, or any of the University's senior committees.

The PPRC shall obtain legal and other advice, as it deems necessary. It shall ensure that the documents it reviews are clear and consistent with those already approved. It shall submit to the president all university-wide policies, procedures, bylaws, and manuals for his/her final approval.

The PPRC reports to the president and shall keep minutes of its meetings.

2. The Policies and Procedures Office

The Policies and Procedures Office (hereby referred to as the P&P Office) is a section of the Office of the Vice President for Human Resources that is responsible for maintaining the University's on-line policies, procedures, bylaws, and manuals, and for ensuring that they are available to the appropriate staff. The P&P Office provides assistance in the formatting and editing of faculty and/or departmental manuals to ensure consistency of format, language, and content. All policies will conform to the university style sheet (Appendix I).

3. Champion

The president, the provost, the vice presidents, the deans, and/or the department heads are responsible for the development and revision of university policies, procedures, and manuals. They are referred to as the "champions" of the policies, procedures, bylaws, and manuals under their direct jurisdiction. Approval of new and revised university policies, procedures, bylaws, and manuals requires the approval of the champion, the directors of units specifically involved, and the president. It is the responsibility of the champion to ensure that all stakeholders are solicited for their input to the proposed policy and that they sign off on the draft policy before it is submitted to the PPRC. In certain instances, additional approvals may be required as noted in Appendix II. While seeking approval from the various stakeholders, champions may set deadlines that are not shorter than one month. Champions may report absence of response from any of the stakeholders to the PPRC. Champions may delegate the implementation of policies and/or procedures to other members of the AUB community ([Appendix II](#)).

4. Responsibility for Implementing Policies and Procedures

Each policy shall identify, by position and/or department, those members of the community who are responsible for implementing it.

5. Editor

The champions, as well as the PPRC, may designate "editors" to assist them in the development or the revision of a given policy, procedure, bylaws, or manual. Editors work under the supervision of the assigning champion (or PPRC) and ensure that draft documents are circulated to the appropriate persons, committees, or departments for discussion/input/review/approval, as well as submission to the PPRC for review. All suggestions for the development and/or modification of a policy, procedure, bylaws, or manual shall be channeled through, and approved by, the respective hierarchies.

6. Draft Policies, Procedures, Bylaws, and Manuals

Editors may circulate draft policies, procedures, bylaws, and manuals as seen fit, provided always that they are clearly marked as "Draft" and headed up by the P&P Office's "Cover Sheet" ([Appendix III](#)).

7. Policies

AUB policies shall be up to date, accessible, comprehensible, and consistent with one another.

8. On-line

All approved policies, procedures, bylaws, and manuals of the University are stored in electronic format on the main AUB server and are maintained by the P&P Office. They can be accessed under "Administration - Policies and Procedures".

9. Updates

While the on-line manuals are maintained by the P&P Office, suggestions for their review, and updating thereof, remains the responsibility of the relevant faculties/departments. The on-line manuals are updated by the P&P Office after review by the PPRC, following the procedures mentioned above. The concerned vice presidents or deans or department heads are responsible for ensuring that the policies, procedures, bylaws, and manuals for which they are responsible are considered for review and updating on a regular basis, at least once every two years. The PPRC may, at its sole discretion, direct any faculty or department to undertake such a review. Changes are documented on-line immediately after approval. The relevant staff shall be notified electronically when a policy, procedure, bylaws, or manual is revised, and the bottom of the first page of the published document shall indicate the date of the last revision. Deleted or revised documents shall be removed from on-line access and maintained in archive files by the P&P Office, stored chronologically by type (policy, procedure, bylaws, or manual) , cross-referenced, and available for further use if the need arises.

As items are revised, the web pages will be updated. Consequently, items published on the AUB web page will reflect the most current information.

10. Accessibility

There are three categories of policies and procedures published on the web:

- a. Those available to the general public.
- b. Those that are purely internal and can only be accessed with an AUB user ID and password.
- c. Departmental operating manuals and procedures that are restricted to specific persons.

The PPRC will determine, in coordination with end-users, the appropriate classification of each published policy or procedure.

The on-line manuals are made accessible through the AUB website to all employees having access to a networked workstation. Managers are responsible for ensuring that employees who do not have ready access to the on-line policies, procedures, and manuals are either provided with a printed copy, or fully informed of all university policies that may apply to them and the duties that they perform.

11. Format

Items released as part of the manuals are identified by number. Categories are set up in accordance with the numbering sequence used in the General Ledger. The "Table of Contents" or "Index" is simultaneously updated as sections are added to the on-line manuals. All policies, procedures, bylaws, and manuals are searchable and cross referenced.

All documents are released in a standard format ([Appendix IV](#)). There is a uniform heading on each page and an identifying number which are assigned by the P&P Office.

12. Notification of Changes

A network news bulletin is issued by the P&P Office when a document is added or updated. The network news bulletin identifies the items that have been revised or added. In most cases, an email is also circulated to all the AUB community to announce an important change in a manual or the publishing of new material.

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APPENDIX I UNIVERSITY STYLE SHEET

(Issued by the University Publications Office)

A

1. Academic Degrees

Always use an apostrophe in bachelor's degree and master's degree:

- a. You must have a master's degree in order to apply for that position.
- b. Leila has a master's in economics, but Walid has a master of science in economics.
- c. He has a bachelor's in French literature.

Use the following abbreviations: BA, MA, MS, PhD: "She received an MA in agriculture."

Capitalize the formal name of a degree:

- d. AUB offers a Master of Science in Nursing, but he earned his master's degree in the United States.
- e. The Faculty of Arts and Sciences grants a BA and MA in English Literature.

2. Abbreviations and Acronyms

Spell out each word in the acronym in the first reference. In subsequent references, refer to the abbreviation/acronym. Alternatively, you can refer to the center, the committee, the program, etc.: "The Center for Advanced Mathematical Sciences (CAMS) does not offer degrees. CAMS is located in College Hall. Please see the enclosed map for additional instructions on how to reach the center."

Here are some of the more commonly used acronyms. Please consult the separate list of names for a more complete list:

- a. American University of Beirut (AUB).
- b. Center for Arab and Middle Eastern Studies (CAMES).
- c. Center for Advanced Mathematical Sciences (CAMS).
- d. Computing and Networking Services (CNS).
- e. Civilization Sequence Program (CSP).
- f. National Social Security Fund (NSSF).
- g. Policies and Procedures Review Committee (PPRC).
- h. University Student Faculty Committee (USFC).

3. Adviser

Alumni/Alumnus

“Alumni” is plural; “alumnus” is singular. Use “alumnus” for both male and female graduates: “She is an alumnus of the University.”

4. am/pm

Use lower case without periods.

5. American University of Beirut

When referring to the University in documents to be distributed off-campus, the first reference should be the full name, “American University of Beirut.” Thereafter, write “AUB.”

When using the word “university” to refer to AUB, capitalize when a noun; lower case when an adjective.

6. Ampersand

The ampersand (&) should be used only with the names of companies if the ampersand is part of the official company name. In all other cases use the word “and.”

7. Arabic Names

The Publications Office is developing a separate list of frequently used Arabic words and names that will be distributed shortly.

AY

Spell out “academic year” the first time. After that you may use “AY” instead.

B

1. Buildings and Rooms

Always capitalize names of buildings. Capitalize rooms when using room numbers or a building name. Lowercase elsewhere:

- a. The Office of the President is located in College Hall.
- b. The Department of Philosophy is in Nicely Hall, Room 301.
- c. The meeting place, Room 148, is in Fisk Hall.
- d. The room is in West Hall.
- e. The event will be held in Auditorium B1.

Refer to the AUB catalogue, the University's corporate bylaws, and the separate list of names if you are not sure of the correct name or spelling of a particular committee, department, building, place, or person.

2. Bylaws

C

1. Campus

- a. The AUB campus is beautiful.
- b. Events take place on campus.

Hyphenate when used as an adjective: "The party was an on-campus event."

2. Campus Master Plan

3. Capitalization

It is increasingly the style in English to lower case many words that were capitalized in the past. There is no value judgment associated with a decision to lower case, e.g., "president" when referring to John Waterbury or "senate" when referring to the University Senate. It is simply a matter of style.

4. Catalogue

5. Colons

Capitalize the first word after a colon in a title.

6. Commas

Use commas to separate elements in a series. Even in a simple series, put a comma before the conjunction:

- a. The student is taking classes in history, English, mathematics, and science.
- b. The student wants to major in sociology, philosophy, or political science.

7. Committees and Boards

Capitalize the word "committee" or "board" when it is part of a formal title:

- a. The AUB Logo Committee meets next week.
- b. The Board of Deans meets on Thursday. The board meets on Thursday.
- c. The Alumni Association Board of Directors meets next week.
- d. The Board of Trustees usually meets in New York.
- e. The board meets next week.

Refer to the AUB catalogue, the University's corporate bylaws, and the separate list of names if you are not sure of the correct name or spelling of a particular committee, department, building, place, or person.

8. Computer Terminology

- a. e-mail
- b. internet
- c. on-line
- d. web page
- e. website

9. Currency

- a. Lebanese pounds are designated as LL.
- b. US dollars are designated as \$. Both the abbreviation (LL) and the symbol (\$) precede the numbers with no space; \$5 and LL10,000.
- c. Payment must be made in US dollars.
- d. The foundation made a grant of \$17 million.

D

1. Dates

- a. Do not use an apostrophe when pluralizing dates: "The 1980s, not the 1980's."
- b. Do not contract dates: "The 1980s, not the '80s or the eighties."
- c. When using ranges of years, do not include the century for the second year in the series: "2001-02 (not 2001-2002) academic year."
- d. Spell out all months, especially when using alone or with a year only: "Liberation Day is May 25"; "We met in January 1994."
- e. Avoid abbreviations such as st, nd, and th.
- f. When a phrase uses only a month and year, do not separate the year with commas: "He moved to Beirut in September 1998."
- g. When a phrase refers to a month, day, and year, use commas as follows: "She was born September 21, 1947, in Cyprus."
- h. Spell out the number when used with "century": "She is particularly interested in the seventeenth century."

2. Departments, Offices, and Other Campus Units

Capitalize the names of departments, divisions, and offices. Use lower case for the words “department,” “division” or “office” when they appear alone. Capitalize the field when it’s used to mean the department, division, or office specifically. Do not capitalize the field when it’s used in a general sense:

- a. She works in student affairs (the field).
- b. Maroun Kisirwani, the dean of Student Affairs, has been at AUB for many years (the university office).
- c. Omar Odeh works in Publications (the university office).
- d. The History Department can be found in College Hall. It is a small department.

Refer to the AUB catalogue, the University’s corporate bylaws, and the separate list of names if you are not sure of the correct name or spelling of a particular committee, department, building, place, or person.

E

Ellipsis

Use three periods separated by spaces to indicate something left out of a quotation: “Thoreau wrote ‘The spirit of American radicalism is destructive and aimless . . . the conservative party . . . is timid, and merely defensive of property’.”

F

1. Faculty

Capitalize when referring to one of the six faculties at AUB with the complete name; lowercase in reference to the faculty and faculty members:

- a. Faculty of Agricultural and Food Sciences (FAFS).
- b. Faculty of Arts and Sciences (FAS).
- c. Faculty of Engineering and Architecture (FEA).
- d. Faculty of Health Sciences (FHS).
- e. Faculty of Medicine (FM).
- f. There are six faculties at AUB.
- g. Suliman S. Olayan School of Business (SB).
- h. But, the school is located in the Old Pharmacy Building.

2. Full-Time

3. Fundraising

FY

Spell out “fiscal year” the first time. After that you may use “FY” instead.

H

Prime Minister Rafic B. Hariri

Charles W. Hostler Student Center

M

Majors

- a. The department offers a number of different majors.
- b. She has the option of majoring in history, chemistry, or English.

N

1. Names

When writing for an AUB publication such as *MainGate*, use the last name of a person after their full name has been introduced in the text:

- a. AUB Professor Emeritus Nicola Ziadi is a distinguished historian. The *MainGate* editors interviewed Ziadi at his home in Beirut over tea.
- b. Alumnus Lina Khoury embarked on a career in arts administration soon after graduating from AUB. “I wanted to combine my passion for the fine arts with my business training,” explains Khoury.

Refer to the AUB catalogue, the University’s corporate bylaws, and the separate list of names if you are not sure of the correct name or spelling of a particular committee, department, building, place, or person.

2. Numbers

Spell out all numbers up to nine. Use figures for all others beginning with 10. When referring to percentages, always use figures. Spell out "percent" except when used in tables and in scientific texts:

- a. The student attended three classes today.
- b. The soccer team won 15 games last year.
- c. Approximately 2 percent of AUB alumni live in Michigan.

P

1. Part-Time

2. Professor

Use the title "professor" for all faculty members of professorial rank:

- a. John Smith, a new assistant professor of history, has just arrived at AUB. Professor Smith will be speaking to the alumni group on Thursday.
- b. Do not use two titles: "President John Waterbury or Dr. John Waterbury, but never President Dr. Waterbury."

3. Proper Names

Refer to the AUB catalogue, the University's corporate bylaws, and the separate list of names if you are not sure of the correct name or spelling of a particular committee, department, building, place, or person.

Q

Quotation Marks

When using quotation marks, always place the comma and period within the quotation marks. Use single quotation marks only for a quote within a quote.

R

Religions

Religions, faiths, and holy works should always be capitalized: Use "the Prophet Muhammed", not "Muhammed."

S

1. Seasons

Lowercase spring, summer, fall, and winter, when used alone or with semester:

- a. The conference will take place this spring.
- b. The first delegation is expected to arrive in spring 2003.
- c. The spring 2006 semester will begin January 28.

2. Semesters

Do not capitalize: “English 236 is not offered in the spring semester.”

3. Session

Do not capitalize: “The summer session ends early this year.”

4. Spelling

Refer to the Webster’s Collegiate Dictionary for all spellings, including geographical and biographical names.

T

Titles

- a. Capitalize when used as a title before a person's name.
- b. President John Waterbury opened the session.
- c. Director of Information and Public Relations Ibrahim Khoury spoke to the students.
- d. Capitalize in a list of participants:
 - i. John Waterbury, President, AUB.
 - ii. Peter Heath, Provost, AUB.
 - iii. Huda Zurayk, Dean, Faculty of Health Sciences.
- e. Do not capitalize when used alone or after the title-holder's name:
 - i. The president gave the first address.
 - ii. John Waterbury, president of AUB, received an honorary degree from AUC.

U

1. **United States**

Spell out “United States” when a noun; use “US” as an adjective: “While in the United States he studied US history.”

2. **University Senate**

Capitalize when full formal name is used. Lowercase when only “senate” is used as either noun or adjective:

- a. The University Senate discussed promotion policy during its meeting.
- b. The senate will be meeting next week.

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**APPENDIX II
POLICIES AND PROCEDURES CHAMPIONS
AND IMPLEMENTATION**

1. It is the responsibility of all employees and students of the University to be familiar with and to abide by the policies and procedures of the University. It is the responsibility of supervisors to ensure that staff who report to them are familiarized with the relevant policies and procedures and that they are advised of any changes therein that may affect them.
2. Questions regarding policies and procedures may be addressed to policies@aub.edu.lb, the champion of the policy, or the person or department named below under "implementation" that is primarily responsible for the administration of the policy and related procedures.
3. Approval of new and revised university policies, procedures, bylaws, and manuals requires the approval of the champion, the directors of units specifically involved, and the president. In certain instances, additional approvals may be required as noted in the footnotes below:

DESCRIPTION	CHAMPION	IMPLEMENTATION
Bylaws		
AREC	Dean, FAFS	<p>The bylaws of the University are established by the Board of Trustees. Questions relating thereto may be addressed to the secretary of the board at the AUB New York Office, or to the Office of the President in Beirut.</p> <p>The bylaws of the various faculties and the USFC are under the responsibility of the provost. Questions with regard to specific issues or the interpretation of faculty bylaws may be addressed to the respective deans.</p>
Art Center	Provost	
Arts and Sciences Academic Units ¹	Dean, FAS	
Arts and Sciences Departmental	Dean, FAS	
Corporate	BOT	
Department of Education	Dean, FAS	
FAFS	Dean, FAFS	
FAS	Dean, FAS	
FEA	Dean, FEA	
FHS	Dean, FHS	
FM	Dean, FM	
OSB	Dean, OSB	
Outlook ²	Dean, Student Affairs	
School of Nursing	Director, SN	
Science and Mathematics	Dean, FAS	

Education Center		
Senate ³	President	
SRC	Dean, Student Affairs	
Unified Faculty ⁴	Provost	
USFC ⁵	Dean, Student Affairs	

¹ In addition to the normal approvals, the Senate and the BOT must ratify any revision to the bylaws of any of the academic units.

² USFC

³ BOT

⁴ Senate

⁵ Senate

General Policies		
Access to Campus	President	Campus identification cards are issued by the ID Center, a section of Business Services. Enforcement of the policy is the responsibility of the Protection Office.
Archives	University Librarian	Archives librarian
Campus Buildings	VP for Facilities	Access and keys are controlled by the designated building user - see definition in policy.
Cats	VP for HR	Animal Welfare Club
Code of Business Ethics	Director, Internal Audit	Internal Audit
Conflict of Interest	BOT – VP for Legal Affairs	Human Resources
Discrimination/Harassment	Chair of University-wide Committee	Human Resources
Disposal of Surplus Items	Director, Business Services	Supply Department
Emergency Response	Director, EHSRM	EHSRM
Employee Loan	VP for Human Resources	Comptroller's Office issues loans
Environmental Health, Safety, and Risk Management ⁶	Director, EHSRM	EHSRM conducts safety inspections and manages insurances
Faculty Research Incentive Plan	Provost	Director, OGC

Fraud	Director, Internal Audit	Internal Audit
Fundraising	VP for Development	Development Office
Graduate Assistantships	Provost	Deans
Health Insurance Plan ⁷	VP for Human Resources	Benefits Office and TPA (Mednet)
Housing	Director, Business Services	Housing Department
Incident/Occurrence Reporting	Director, EHSRM	EHSRM
Information and Computer Resources Use	Director of CNS	Vice president for human resources
Intellectual Property	Provost	Grants and Contracts Office
Legal Matters Policy	President	Director, OSM
Life Safety Rules	Director, EHSRM	EHSRM
Lost and Found	Chief of Protection	Protection Office administers collection of items found.
Medical Center Security and Keys	Director, Medical Center	AUBMC Director's Office and director of plant maintenance.
Medical Insurance While Traveling ⁸	Director, EHSRM	EHSRM
Non-Smoking	President	Designated building users - see definition in "Campus Buildings" policy.
Parking ⁹	Director, Business Services	Under supervision of Protection Office
Performance Guarantees	Director, Internal Audit	VP Facilities (Construction Contracts)
Policies and Procedures for Handling Bids	Director, Internal Audit	Internal Audit
Policy Development	Chair, PPRC	Policy Analyst
Public Functions	VP for Development	Information and Public Relations Office
Radiation Protection	Director, EHSRM	EHSRM
Records Retention	VP for Finance	Applicable Department
Research Assistantships	Provost	Faculty Deans
Selecting Professional Services	Director, Internal Audit	Vice president for finance
Signing Authorities	President	Comptroller's Office and/or Human Resources

Student Code of Conduct ¹⁰	Dean, Student Affairs	Student Affairs Office
Student Emergency Protocol	Dean, Student Affairs	Student Affairs Office
Travel	VP for Finance	Business Services for ticketing, Comptroller for reimbursement of expenses.
Work-Related Injuries	Director, EHSRM	University Health Services

⁶VP for Facilities & VP for Finance

⁷ Changes pertaining to eligibility of categories require BOT approval

⁸VP Human Resources

⁹Parking Committee

¹⁰BOD, Senate

Manuals		
Air Travel Office	Director, Business Services	Auxiliary services
Auxiliary Services	Director, Business Services	Auxiliary services
Central Duplicating Service	Director, Business Services	Auxiliary services
Comptroller's Office	VP for Finance	Comptroller's Office
Computing and Networking Services	Director, CNS	Computing and Networking Services
Engineering and Architecture Library	University Librarian	University librarian
Extension Programs	VP for Regional External Programs	Extension Programs Office
Faculty Manual ¹¹	Provost	Human Resources
Financial Planning and Budgeting	VP for Finance	Financial Planning and Budgeting Office
ID Center	Director, Business Services	Auxiliary Services
Internal Audit ¹²	Director, Internal Audit	Internal Audit
Jafet Library	University Librarian	University librarian
Maintenance Contracts Office (MCO)	Director, Business Services	Auxiliary Services
Materials Management	VP for Facilities	Materials Management Department
Motor Pool	Director, Business Services	Auxiliary services

Non-Academic Staff Manual	VP for Human Resources	Human Resources
Physical Plant	Director, Physical Plant	Physical Plant - Campus
Post Office	Director, Business Services	Auxiliary Services
Publications	Director, Publications	Publications Office
Purchasing	Director, Business Services	Purchasing Department
Regional External Programs	VP for Regional External Programs	REP Office
Registrar	Registrar	Registrar's Office
Safety Center	Director, EHSRM	Director, Safety Center
Science and Agriculture Library	University Librarian	University Librarian
Student Affairs	Dean, Student Affairs	Student Affairs Office
Student Handbook	Dean, Student Affairs	Student Affairs Office
The Debs Center Employee Manual	Debs Center Director	Debs Center Director
University Health Service	Director, UHS	University Health Services

¹¹Changes pertaining to faculty benefits, grievance procedure, tenure appointment, emeritus status, and approval of salaries for executive and management personnel require BOT approval.

¹²BOT Audit Committee

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APPENDIX III POLICY COVER SHEET

(To download this cover page in Word format, [click here](#))

XYZ POLICY Cover Page

Draft Version Number:	Dated:
Champion's Name:	
Editor's Name:	
Accessibility Level - Choose One:	
1. Full access to all browsers	
2. Access limited to persons with AUB IDs	
3. Access restricted to users designated by the champion	

The attached pages represent policies and procedures that are under review. Please do not print or circulate them, except for the specific purpose of reviewing them.

In order for reviewers to be able to track changes during the editing process, use Tools on the toolbar> Track Changes. In this way, all changes are visible to the reviewers until the final wording is agreed. Comments may be added regarding the wording insert.

On completion of your review, please fill in the form below indicating the principal changes made and return it to:

maryk@aub.edu.lb

DATE	NAME	COMMENTS

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APPENDIX IV POLICY TEMPLATE

Policy Title

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Background or Introductory Statement

This section may be omitted, unless it is important for the reader to have to understand why the policy exists or how it came to be developed e.g.: [Cats Policy](#).

Policy

This section sets out – as succinctly as possible - the University's policy. Each paragraph should be numbered and have a **Bold Heading**. Where a policy addresses several points, make them in separate paragraphs. Avoid conflict or redundancy with existing policies by hyper linking to the existing policy rather than repeating it. Note that policies apply university wide. Rules and regulations that are specific to a department or operating unit do not belong here. They should, however, be published in the departmental procedures manual in that section of the on-line manuals.

Definitions

Provide definitions if necessary. Ensure that the definitions are consistent with the same terms if used elsewhere in the on-line policy manuals.

Procedures

List the detailed procedures to be followed in implementing the policy.

Appendices

References/Updates/Etc.

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