|  |  |
| --- | --- |
|  | **Title:** *Name of Policy*  **Policy Number: PPM will complete, if new**  **Responsible Office:** *e.g. General Counsel*  **Originally Issued: PPM will complete**  **Last Revised Date:** N/A |

**This is the approved template for drafting new policies after June 18, 2013. All sections must be completed, unless otherwise stated. Delete the information in italics as information is added. Delete this statement and all examples that are provided for final draft.**

**TITLE OF THE POLICY***Type in the name of the policy*

**PURPOSE OF THE POLICY**

*This section is intended to provide a clear and basic explanation for the considerations and requirements that call for a new policy. It identifies the institutional risk, college mission, whether the policy is intended to comply with another governing authority like SACS or the NC State Board of Community Colleges or any other legal or regulatory requirements. It does not describe procedures and is generally one to three sentences long. For example, this policy identifies the college’s organization structure and adheres to SACS Accreditation Principle 3.2.7.*

**APPLICABILITY**

*This section details the members of Wake Tech’s community who are impacted by or have the responsibility to adhere to the policy, such as faculty, staff, and students.*

*Examples: All members of the college community; or All college employees; or All college faculty*

**POLICY STATEMENT**

*This section specifies the basis for the policy and states what requirements this policy establishes. Generally it is a succinct statement of no more than a few sentences; namely its core provisions or requirements. The details for managing and interpreting this policy statement should be expanded upon in the Procedures section. You can start off this section with “Wake Tech strives to provide…or Wake Tech shall adhere to federal law by providing employees with…etc.”*

**DEFINITIONS***This section defines unique terms that, by being defined, would add to the reader’s understanding of the policy.*

* *List terms in alphabetical order*
* *Define unfamiliar technical terms*
* *Define terms that have multiple definitions or special meanings*

|  |  |
| --- | --- |
| **Word/Term** | **Definition** |
| ***Applicability*** | *States who the policy applies to or who is impacted by the policy.* |

**PROCEDURES***Some college policies will contain procedures for compliance or clarification. Generally this is the largest section, with topics and content of the policy laid out in various sections. This section allows for a fuller description of the issues that are being conveyed to the reader.*

*Within these sections, headings for each topic or subtopic should be considered in order to help the reader navigate and understand the policy components and requirements.*

*The level of detail contained in the Procedures section is determined by the Responsible Office.*

*Procedures that are department specific and do not apply college-wide should be created and stored on departmental websites and* ***do not need to be a part*** *of the college-wide policies and procedures website.*

*When drafting policies and procedures use the following language and formatting tips:*

* *Consider internal and external stakeholders, including, where appropriate, existing college policies and federal, state, or local laws.*
* *Ensure the policy presents new information not duplicated in other policies. If a new policy overlaps an existing one, review the proposed new policy with stakeholders and use their input to prepare the draft for presentation to the committee. Consider coordinating with stakeholders to see if the proposed new policy can be added into the existing policy.*
* *Policies should contain positive language and express the kind of behavior or compliance the college is seeking to promote. (For example, Wake Tech seeks to provide a smoke-free learning environment, therefore……”.*
* *For clarity, policies should, in general, be written in the third person (For example, “The student will …").*
* *Use office or department names or job titles rather than individuals’ name*
* *Because policies are written for a diverse audience, they must be complete yet simple and easy to read.*
* *Select words carefully. Words like “should” and “may” imply a choice, while words like “must” and “will” imply required or mandatory procedures*
* *Be concise; use short bulleted lists instead of long paragraphs whenever possible.*
* *Policies must be prepared on the approved Policy Development template using Arial font and 11 point type. Page numbers will be added in final editing from the Policies and Procedures Manager.*
* *Paragraph numbering should follow the example:*

1. *(Major section)*
2. *(Supporting paragraph)*
3. *(sub-paragraph)*

*i. (item)*

* *Do not underline words. Underlined words can be mistaken for hyperlinks when viewing the policy online.*
* *Clearly identify options, cautions, or warnings*
* *List steps to follow in order to comply with the policy*
* *Use headers (when necessary)*
* *Use an introduction section for complex procedures or those with options*
* *If the policy refers the reader to related documents and relevant appendices, include the references in the “Related Policies, Procedures, References, Forms, or Terms” section*
* *Notify the reader if a procedure is time sensitive*
* *Refer to other approved policies for examples*

**RELATED POLICIES, PROCEDURES, REFERENCES, FORMS, OR TERMS (Optional)***List all references, governing authorities, documents, search terms, or meta tags that are related to the policy or that provide additional relevant information. Avoid adding a URL of an online form, policy, or document; rather state the location of where to find the online form. Links can change or become outdated.*

|  |  |  |
| --- | --- | --- |
| **Type** | **Name** | **Location** |
| *Form* | *Policy Development Template* | *Wake Tech Eagles Nest, under “Forms”* |
| *Reference* | *SACS Accreditation Principles: 4.1 and 4.4* | [*www.sacscoc.org*](http://www.sacscoc.org) |
| *Search Term* | *“policy on policies”* |  |

**CONTACT INFORMATION***List at least one person (a title, not a name) who may be contacted for questions about the policy.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Contact** | **Telephone** | **E-mail / Web Address** |
| *Policy Clarification* | *Policies and Procedures Manager* | *919-866-5603* | [*policies@waketech.edu*](mailto:policies@waketech.edu) |

**APPENDIX (Optional)***Appendices can be used to provide supplemental information related to the implementation or use of the policy.*

***Note:*** *Forms should not be added as appendices because of formatting issues; rather include the form name and location in the “Related Policies, Procedures, References, Forms, or Terms” section.*