



## TITLE

# Policy Title

## PURPOSE

**(WHY)** Brief description of the objective of the policy (two or three sentences)

## SCOPE

**(WHO)** Name all parties (internal and external) governed by the policy.

## POLICY STATEMENT

Statement of philosophy, position, rule, regulation, etc., necessitating the policy's creation

## DEFINITIONS

**Term** – Insert the meaning and interpretation of specific term(s) used in this policy

## POLICY

**(WHAT)** This section clearly states the actual policy including duties assigned to responsible parties and others as necessary; the legal basis/necessity for actions and compliance review; authority to enforce and impose penalties; a clear statement of institutional risk, etc. Policy is

intended to provide clarification and guidance to the internal and external stakeholders

## **PROCEDURES**

**(HOW)** Procedures describe how the policy is to be implemented. The action steps included here should clearly and accurately outline the process and responsibilities for accomplishing tasks governed by the policy. Resources and additional information may be added under this section.

## **REVISION HISTORY**

This policy was created/approved/ last modified as of [DATE]

Next Scheduled Review: [DATE] (This will ensure

## **RESPONSIBILITIES**

### **Issuing Office:**

[RISD department]

### **Responsible Officer:**

[This is a Cabinet-level sponsor]

### **Individuals/offices required for review and changes:**

This section lists those individuals involved in administering the policy and ensuring its accuracy, timeliness and effectiveness.