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| Draft Date: (Date) | CORNELL UNIVERSITY POLICY LIBRARY | POLICY X.X  Volume:  Chapter:  Responsible Executive:  Responsible Office:  Originally Issued:  Last Full Review:  Last Updated: |
| Policy Title |

This template is designed to assist policy writers to organize the content of a policy according to the official policy template used at Cornell University. University policy generally applies to either all units of the university, including the Weill Cornell Medicine (WCM), or only to the Ithaca-based locations and Cornell Tech campus. Therefore, when drafting a policy, you must consider whether the policy applies to all or some of the university, and draft the policy accordingly. This template allows you to draft separate sections for the Ithaca-based locations and the Cornell Tech campus, and the WCM campuses (NYC and Qatar). Separate sections are available throughout the document for campus-specific information.

**Note:** Delete instructions (on this page and in the other sections) when you no longer need them.

Policy Writing

The University Policy Office will aid you in editing your text to conform to university policy standards. In general, we will apply appropriate formatting, grammar, etc. Below are some general guidelines for drafting policy language.

1. You are writing for a general audience – the university-at-large. To maximize understanding for the average individual, use clear and precise language, brief sentences, and common words. Please avoid jargon. When it is not possible to avoid industry terminology, it might be necessary to define certain terms.
2. Avoid absolutes such as the word “ensure,” whereby the university might be in breach of its own policy unwittingly by failing to deliver such a guarantee. For example, instead of “the unit head must ensure compliance,” try “the unit head must implement procedures for compliance.”
3. Avoid “should” and opt for firm language such as “must,” especially as the actions required by a university policy typically are not optional.
4. Where possible, use the active voice rather than the passive. For example, instead of “it is the ultimate responsibility of the unit head to…,” try “the unit head is responsible for…” or “the unit head must…”
5. When describing tasks or a series of items, break up text using lists or headings.
6. When appropriate, use graphic illustrations such as tables, charts, and flow charts to display data or information.

If the policy applies to all units of the university, information in sections I, II, III, IV, and V must apply to all units.

I. Policy Statement

Generally, two to four sentences, the “Policy Statement” states the policy’s intent, who must follow the policy, when the policy applies, and any mandated actions or constraints. It doesn't describe procedures. While this is sometimes the same policy statement that appears on the impact statement approved by the Executive Policy Review Group (EPRG), it may change during the development of the final draft policy. (Style "pol\_normal")

II. Reason for Policy

Generally, two to four sentences, the “Reason for Policy” cites the university’s commitment to a value or mission, why the policy must exist, the problem or conflict the policy seeks to address, and/or cites any legal, regulatory, stewardship or other requirement the policy aims to meet. (Style “pol\_normal”)

III. Entities Affected By This Policy

The university’s position is that policies must apply to all units of the university; therefore, policy makers must make an effort to include the Weill Cornell Medicine (WCM) in discussions involving the development or revision of policies, where appropriate. Depending on the outcome of those discussions, use one of the following two statements in this section: (Style "pol\_normal")

* All units of the university (Style "pol\_normal\_bullet")
* Ithaca-based locations
* Cornell Tech campus
* Weill Cornell Medicine campuses
* IV. Who Should Read This Policy

List persons who must understand the policy in order to do their jobs.

Examples:

* All members of the university community (Style "pol\_normal\_bullet")
* All regular staff members
* Deans, directors, and department heads
* Unit human resource representatives

V. Web Address for This Policy

The University Policy Office will complete.

VI. Related Resources

List related university policy documents (and websites), other university and external documents (and websites), as well as forms and systems that provide helpful, relevant information or that might be necessary to enable compliance with this policy.

All units (resources that apply to all units)

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| --- |
| University Policies and Information (Style "pol\_normal\_bold") |
| All information goes into one cell. Include university policies, other university policies, websites, etc.  Document one (Style "pol\_normal")  Document two |
| External Documentation |
| All information goes into one cell. Include related information from sources external to Cornell, such as laws, regulations, etc.  Document one  Document two |
| University Forms and Systems |
| All information goes into one cell. Include online applications, forms, or other software that one can use to complete a task required by this policy.  Entry one  Entry two |

Ithaca-based locations and Cornell Tech campus only (resources that apply only to Ithaca-based campus units) Generally, all policies that apply to Ithaca-based locations also apply to Cornell Tech.

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| --- |
| University Policies and Information (Style "pol\_normal\_bold") |
| All information goes into one cell. Include university policies, other university policies, websites, etc.  Document one (Style "pol\_normal")  Document two |
| External Documentation |
| All information goes into one cell. Include related information from sources external to Cornell, such as laws, regulations, etc.  Document one  Document two |
| University Forms and Systems |
| All information goes into one cell. Include online applications, forms, or other software that one can use to complete a task required by this policy.  Entry one  Entry two |

Weill Cornell Medicine campuses only (resources that apply only to WCM units)

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| --- |
| University Policies and Information |
| All information goes into one cell. Include university policies, other university policies, websites, etc.  Document one  Document two |
| External Documentation |
| All information goes into one cell. Include related information from sources external to Cornell, such as laws, regulations, etc.  Document one  Document two |
| University Forms and Systems |
| All information goes into one cell. Include online applications, forms, or other software that one can use to complete a task required by this policy.  Entry one  Entry two |

VII. Contacts

The first item must be “Policy Clarification and Interpretation,” which directs the reader to the appropriate contact in the responsible office that administers the policy. List all items that relate to subject matter in the document about which the reader may have follow-up questions.

Note: Do not list email addresses of specific staff members, as individuals often change positions. Instead, use department email addresses.

All units, or Ithaca-based locations and Cornell Tech only

|  |  |  |  |
| --- | --- | --- | --- |
| Subject Matter (Style "pol\_normal\_bold") | Office Name (not an individual) | Telephone Number  (xxx) xxx-xxxx | Email/Web Address |
| Policy Clarification and Interpretation | (Style "pol\_normal") |  |  |
| Subject |  |  |  |
| Subject |  |  |  |

WCM campuses only

|  |  |  |  |
| --- | --- | --- | --- |
| Subject Matter | Office Name (not an individual) | Telephone Number  (xxx) xxx-xxxx | Email/Web Address |
| Policy Clarification and Interpretation |  |  |  |
| Subject |  |  |  |
| Subject |  |  |  |

VIII. Definitions

(Applies to all units) Define terms that have specialized or particular meanings in the policy, or for which a definition would be helpful in understanding or complying with the policy. Include industry-specific terms mentioned in the policy that might not be common knowledge for the average person. Do not include terms that are not used in the policy. Additionally, do not include information in a definition that does not pertain specifically to the definition of the term. Background information, additional descriptors, and other restrictions should be included in the body of the policy, and not the definitions.

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| Term (alpha order) | Definition |
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IX. Responsibilities (required)

Summarize the responsibilities of all university parties and offices named in the policy. Mirrors the “Procedures” section by presenting these responsibilities according to job function, while Procedures presents these responsibilities according to tasks.

Tips:

* Begin each responsibility with a present tense verb, e.g., “Prepare,” “Develop,” etc.
* Except in instances when a specific position holds responsibility, such as the provost, president, etc., job functions do not refer to individuals, but rather to groups of individuals, such as deans, directors, unit heads, account reconcilers, unit human resource representatives, etc.

The following are the major responsibilities each party has in connection with this policy:

All units, or Ithaca-based locations and Cornell Tech only

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| --- | --- |
| Responsible Party | List of Responsibilities |
| Party 1 (alpha order) | Responsibility 1  Responsibility 2  Responsibility 3 |
| Party 2 | Responsibility 1  Responsibility 2  Responsibility 3 |
| Party 3 | Responsibility 1  Responsibility 2  Responsibility 3 |
| Etc | Etc. |

X. Principles

(Must apply to all units covered by this policy)

Style (pol\_heading\_2) for major headings within Principles

Style (pol\_normal) for body text within Principles.

Style (pol\_heading\_2) for major headings within Principles

Style (pol\_normal) for body text within Principles.

Style (pol\_heading\_2) for major headings within Principles

Style (pol\_normal) for body text within Principles.

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Style (pol\_heading\_2) for major headings within Principles

Style (pol\_normal) for body text within Principles.

1. Style (pol\_normal\_numbered) for numbered text
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XI. Procedures

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Style (pol\_heading\_2) for major headings within Procedures

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Style (pol\_heading\_2) for major headings within Procedures

Style (pol\_normal) for body text within Procedures.

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Style (pol\_heading\_2) for major headings within Procedures

Style (pol\_normal) for body text within Procedures.

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