



Template for Policy Writing

Proposed Policy Number, e.g. "X-2.00(A)"

Title, e.g. "UMB Policy on _____"

Policy Text: (Optional subsections listed below. Please utilize Roman numeral numbering and omit sections as needed)

Purpose

Policy Statement

Definitions

Additional Sections: (Optional subsections you may also want to consider.)

Scope and Exceptions

Roles and Responsibilities

Objection/Review Process: Procedure, Timing, Appeals

Reporting Requirements

Administrative Information (These items should be considered during the drafting process and will assist with navigating and search options once the policy has been uploaded into the library.)

Key Related Policies and/or Procedures:

Keywords: