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| **pms202_logo.jpg**  **OFFICIAL POLICY TEMPLATE** | ***[Title of Policy]***  **☐ NEW POLICY**  **☐ REVISION OF EXISTING POLICY**  **☐ REVIEW OF EXISTING POLICY** | **LINK TO CURRENT POLICY**  *(if applicable)* |
| **RESPONSIBLE OFFICE:**  **POLICY OWNER:** | **ORIGINATOR OF PROPOSED POLICY (OR REVISIONS):**  **ORIGINATION DATE:**  *yyyy/mm/dd* | **EFFECTIVE DATE:**  **REVISION HISTORY:**  *(if applicable)* |

*[Directions for each part are in red font, bracketed, and italicized. Please delete the directions before submitting policy for review.]*

**[PARTS 1-10 ARE FOR PUBLICATION]**

PART 1. RATIONALE

*[A brief introduction that sets the context for the policy proposal. It should describe the issue or problem the policy seeks to resolve. It should also provide reference to any statutory, legal, or regulatory basis for the policy, if applicable.]*

PART 2. SCOPE

*[Indicates to whom the policy shall apply. In some cases, a policy may apply only to a limited number of departments or offices, or to a subset of the college (e.g., students, faculty, staff), while others will be of college-wide applicability.]*

PART 3. DEFINITIONS [as used in this document]

*[Defines, in alphabetical order, any terms that are not readily apparent or that are specific to this governance document. A term defined in this section may not necessarily be applicable to other contexts.]*

|  |  |
| --- | --- |
| **Term** | Definition |
| **Term** | Definition |
| **Term** | Definition |

PART 4. STATEMENT OF POLICY

*[This part is the actual policy text itself. Neither procedures nor guidelines are to be included in this section. Revisions to an existing policy shall include the text of the existing policy (or section of policy, if the existing policy is lengthy). Proposed new language shall be indicated by underscore; language to be deleted shall be indicated by ~~strikethrough~~. If all language is new, (i.e., an entirely new policy), no underscore is necessary. Use the following standard of organization:*

***Policy Title***

1. *Main Section*
2. *Subsection*

*a. Detail*

*i. Sub-detail]*

PART 5. PROCEDURES

*[Prescribe a series of steps necessary in order to carry out a policy. Procedures may not be included within the statement of policy (Part 4). In writing procedures, use the outline standard of organization specified in Part 4. Not all policies will incorporate procedures.]*

PART 6. GUIDELINES

*[Provide recommendations and advice that allow some* [*discretion*](http://www.businessdictionary.com/definition/discretion.html) *or leeway in interpretation, implementation, or use. They often reflect best current practices. Guidelines may not be included within the statement of policy (Part 4). In writing guidelines, use the outline standard of organization specified in Part 4. Not all policies will incorporate guidelines.]*

PART 7. RESPONSIBILITIES

*[Summarizes the responsibilities of all parties and offices named in the policy. Any official identified should be indicated by title, not name.]*

|  |  |
| --- | --- |
| **Responsible Official** | **List of Responsibilities** |
|  | 1.  2. |
|  | 1.  2. |
|  | 1.  2. |
|  | 1.  2. |

PART 8. CONTACTS

*[Includes the office or position (not individual’s name) to contact for policy clarification or other information about the policy.]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Office or Position** | **Telephone Number** | **Email** |
| Policy Clarification |  | (401) 456-xxxx | [xxxx@ric.edu](mailto:xxxx@ric.edu) |
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PART 9. POLICY ENFORCEMENT

*[This part or portions thereof may not be applicable to all policy proposals.]*

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| **Violation(s)** | *[This describes what constitutes a violation of the policy.]* |
| **Potential consequences** | *[This may describe an outright sanction (e.g., loss of privileges, imposition of fines, restrictions on participation in certain activities) or it may indicate more general consequences (e.g., a desired outcome may not be achieved in a timely manner).]* |
| **Where to report violations** | *[Normally, this will be the Responsible Office or Policy Owner]* |

PART 10. FORMS/TEMPLATES/REFERENCE DOCUMENTS

*[Any forms or templates associated with this policy. Also, a list of any related documents, including Rhode Island College policy documents and any external legal or regulatory documents that provide additional information about the policy and that should be published along with the policy. Provide live web links (hyperlinks) to documents where possible. Any reference that is hyperlinked elsewhere within the policy need not be included here.]*

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| **Form, Template, or Document** |
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**[PARTS 11-16 ARE GERMANE ONLY TO THE POLICY FORMULATION PROCESS. THESE PORTIONS WILL NOT BE PUBLISHED, ALTHOUGH THEY WILL REMAIN ON PERMANENT FILE IN THE OFFICE OF INSTITUTIONAL RESEARCH AND PLANNING. THESE PARTS ARE NOT CONFIDENTIAL AND MAY BE VIEWED UPON REQUEST.]**

PART 11. FISCAL CONSIDERATIONS

*[Indicates an estimate of costs, savings, or revenue generation, if any, that would result from implementation of the policy. Estimates should be made for the period of initial implementation as well as for ongoing periods. The cost center responsible for any policy requiring funding should also be identified.]*

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| --- | --- | --- | --- | --- |
|  | **DIRECT FISCAL EFFECTS**  (COSTS/SAVINGS/ REVENUE GENERATED) | **COST CENTER(S) FOR DIRECT FISCAL EFFECT(S)** | **INDIRECT FISCAL EFFECTS**  (COSTS/SAVINGS/ REVENUE GENERATED) | **COST CENTER(S) FOR INDIRECT FISCAL EFFECT(S)** |
| **Initial Implementation** |  |  |  |  |
| **Ongoing** |  |  |  |  |

PART 12. EFFECTIVE DATE

*[The date on which the policy is to become effective. If the policy is to become effective in stages, it should be indicated here. Any sunset provision should also be indicated here.]*

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PART 13. REVIEW CYCLE

*[All policies are subject to review at least once every five years; however, if a review date is sooner than five years, it should be indicated here. Nothing shall preclude earlier review should circumstances warrant.]*

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PART 14. DISSEMINATION

*[All approved policies will be posted on the college web. This section should indicate if there are any additional notices required.]*

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PART 15. ATTACHMENT(S)

*[Any additional document(s), such as sources consulted, that are germane to the policy approval process, but not to the published policy itself.]*

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**PART 16. APPROVALS REQUIRED**

**Name of Policy**

| **Level** | **Action Step** | **Name/Title/Signature** | **Date**  ***yyyy/mm/dd*** |
| --- | --- | --- | --- |
| Department Chair, Office Director, or Unit Manager | Policy Originator drafts proposal, gains approval from Chair/ Director/Unit Manager, and forwards to IR&P | *name & title:* |  |
| *signature:* |
| Office of Institutional Research & Planning | Certifies that the proposal is in proper form, the correct type of governance instrument, and does not conflict with collective bargaining or other legal barriers; forwards to next level | *title & name:* |  |
| *signature:* |
| Dean/Assistant Vice President/ Vice President | Reviews proposal; makes recommendations; forwards to next level. (If VP provides recommendations in this step, the proposal shall be presented directly to PEC) | *name & title:* |  |
| *signature:* |
| Vice President | If Dean or AVP provided recommendations in previous step, the proposal is forwarded to the appropriate VP | *name & title:* |  |
| *signature:* |
| PEC Initial Review | Appropriate VP presents the proposal to PEC for discussion | *name & title:* |  |
| *signature on behalf of PEC:* |
| Council Executive Committee | Consultation | *name & title:* |  |
| *signature on behalf of Council Ex-Com:* |
| Campus Review and Comment | 14-day circulation, IR&P collects and analyzes comments; makes feedback-based recommendations to PEC | *name & title:* |  |
| *signature* |
| P.E.C. Final Review | Deliberates, makes final recommendation to President | *name & title:* |  |
| *signature on behalf of PEC:* |
| Council of Rhode Island College | Informational only – President’s Report  Endorsement sought | *Signature on behalf of Council:* |  |
| President | Final Action | *signature:* |  |
| College web | Publication | *verified by IRP:* |  |
| Council on Postsecondary Education | If necessary, part of President’s Report | *President’s initials:* |  |

**REV. 2014/10/22**