|  |  |  |
| --- | --- | --- |
|  | **(Title) Policy (template)** | |
| **Responsible Administrative Unit:**  (Administration & Operation, Stu Life, HR, FM, etc.) | **Policy Contact:**  Title, [\*@mines.edu](mailto:*@mines.edu) |

User Information Notes**:**

* ***Mines’ Policy Process*** involves approvals from multiple authorities on campus
* ***Guidance*** is available from the Compliance & Policy office for development or updating of policies. Contact us at 303-384-2546 or by email at [compliance@mines.edu](mailto:compliance@mines.edu).
* ***Formatting Requirements*** are available at end of this template
* ***Policy Mini-Style Book*** available on the [Policy website](https://www.mines.edu/policy-library/policies-by-area/mines-policy-process/).

**1.0 BACKGROUND AND PURPOSE**

Goal: Short, single paragraph stating the background and purpose of the policy. This is not long or descriptive; rather it is just a reference for context.

Examples:

* *The Colorado School of Mines (“Mines”) is committed to providing a safe learning, working and living environment for its students, faculty, staff and visitors. As part of this commitment, Mines has promulgated this policy to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*
* *The Colorado School of Mines (“Mines”) established this policy in accordance with Colorado Revised Statutes § \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*
* *The following constitutes the policy of the Colorado School of Mines (“Mines”) regarding \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*
* *Mines is committed to equal opportunity for all persons and strives to create learning and workplace environments that exclude all forms of discrimination, including harassment. Mines’ commitment to non-discrimination, affirmative action, equal opportunity, and equal access is reflected in the administration of its policies, procedures, programs, and activities as well as its efforts to achieve a diverse student body and workforce.*

**2.0 POLICY STATEMENT(S)**

Goal: This section broadly states the goal of the policy and core requirements. This is short, concise, and identifies the applicability of the policy (e.g., “Mines’ community”). One paragraph may be sufficient for this section.

Examples:

* *Mines prohibits violent behavior and threatened violence on Mines property, facilities, and off- campus locations where faculty, staff, or students are engaged in Mines business, educational programs, or related activities. Mines also prohibits violence between Mines community members, whether it occurs on-campus or off-campus.*
* *Sponsored projects may only be charged Direct Costs and Indirect Costs that are Allowable, Reasonable, Allocable and Consistently Treated. In circumstances where a sponsoring agency has more stringent restrictions regarding Direct and Indirect Costs, the specific funding agreement will be followed in conjunction with this policy.*

**3.0 RESPONSIBILITIES**

Goal: The Responsibilities section should provide more detail regarding the responsible administrative unit(s) and how they will be accountable under this policy.

Examples:

* *All Mines community members, including visitors, vendors, contractors and other individuals who may not be directly affiliated with Mines must adhere to this policy.*
* *Office of Research Administration (ORA) is responsible for monitoring costs charged to sponsored projects for compliance with the policy. ORA is responsible for review and approval of exceptions and shall have final decision authority.*

**4.0 COMPLIANCE/ENFORCEMENT**

Goal: This provision identifies the consequences for non-compliance with the policy and procedures. It may also identify who is responsible for enforcing the policy.

Examples:

* *Violators of this policy will be subject to disciplinary action, including termination of employment, expulsion, and termination of contractual relationships with Mines.*
* *Failure to follow this policy by any Mines’ community member may result in personal liability to the signatory.*

**5.0 EXCLUSIONS/DISCLAIMER (optional category)**

**6.0 DEFINITIONS**

Goal:

This section includes any definitions of jargon, acronyms, specialized terms, or technical language specific to the policy or the topic. List terms alphabetically using the format below.

**Term** means [Insert definition here.]

# **7.0 RESOURCES or ATTACHMENTS**

Goal: This section lists resources including links to related documents or resources. Examples include:

* University documents (e.g., policies, guidelines, manuals, contracts, etc.)
* Other documents, agencies (e.g., laws, regulations, statutes, FAQs, etc.)
* Departmental websites where procedures are maintained
* Contacts in addition to Responsible Office.

***KEY WORDS (***important for tagging/searching on the website)

policy, topic, area of applicability, unique but common search word, etc.

**8.0 HISTORY AND REVIEW CYCLE**

The policy will be reviewed at least (annually, every 2 years), or as needed by the Responsible Administrative Unit.

Issued: (Month, day,), 20\_\_.

Updated/Amended \_\_\_\_\_\_\_\_\_\_ (links review only\_\_\_\_\_or other explanation of amendment/change/addition)

**EXHIBIT 1**

**PROCEDURES (Optional)**

Goal: Procedures may be included in the body of a policy document if they are short and distinct. Long procedures should be a separate document or exhibit. Procedures are subject to change by the responsible unit to remain current with policy and compliance requirements. If the procedures are an exhibit within the Policy, changes can be made without going through the entirety of the policy approval process. Procedures should be vetted by campus Subject Matter Experts before being updated within a policy.

1. **PROCEDURES PURPOSE**
2. **PROCEDURES**

Example: Titles for each item helps the reader identify the parts and flow.

**2.1 Title.** [Use organized, logical flow for procedures the user must follow]

**2.2 Title.**

**2.3 Title.**

* using numbered lists or bullet points to identify a grouping is easier to read and absorb

**2.4** **Title**

2.4.1 Use numbering to define ordered procedures is helpful to the reader.

*(See Template Formatting and Resources on the next page)*

Formatting Requirements

* **Headers:**
  + **For administrative polices & procedures, use the header format shown above.**
  + **For Board of Trustee policies, use the Mines’ Seal header format. Contact the Compliance & Policy office for more information.**
  + **Beginning on page 2, include the policy name in the header. See page 2 of this template.**
* **Footers:**
  + **Format is the same regardless of policy type.**
  + **Use a footer beginning on the second page of the policy with page numbering and Mines’ branding in footer. See page 2 of this template.**
* **Font must be Arial12 pt.**
* **All margins must be 1 inch.**
* **Web accessibility standards apply to policies posted on the Mines’ website. Contact the Compliance & Policy office for more information on making policies accessible for everyone.**

# Drafting Notes:

* Use “Mines” as the short form for Colorado School of Mines.
* Exclude the year a law, regulation, or authority is enacted or adopted if you provide a direct reference. (e.g., C.R.S. §23-41-104)
* Avoid jargon or acronyms unless it is required. Be sure to define jargon or acronyms in the definitions section.
* Use active voice, rather than passive voice. Here is information about using active voice: [Purdue Writing website examples](https://owl.english.purdue.edu/owl/owlprint/539/)
* Be succinct and avoid duplicating concepts.
* Use “must” not “shall” for requirements; use “should” or “may” to reflect choice.
* Avoid legal jargon. Plain language is more useful for the user/reader.
* Avoid long prepositional phrases (e.g. instead of “on behalf of” use “for”)
* Identify applicable Mines’ departments/units/populations if needed (e.g., EHS, ORA, vendors, Deans, Department Head Director, Faculty, employees).
* Use “employee” instead of “faculty and staff”; student-employee may be separately identified.
* Spell and Grammar Check with Readability level are your friends.
* The [Mines’ Policy Mini-Style](https://www.mines.edu/policy-library/wp-content/uploads/sites/87/2019/04/Policy-Mini-Style-Guidebook-2019.pdf) book is available on the Policy [Mines Policy Library](https://www.mines.edu/policy-library/).

Resources: The Compliance & Policy office is available to assist with development of new policies or updating existing policies.