

FONT: Calibri, size 12 except for title, which is Calibri, size 14

Title: **Size 14 font for title only, everything else is size 12. Do not include the word Policy in title.**

Effective Date: When the current version is effective, not when it was first created

Applies to: Indicate if document is specific to a given college or department.

University Wide Employees Students College/Department Specific Visitors

Statement: Used to designate a straightforward statement or declaration of WesternU’s policy on a particular topic. Such statements usually are short and concise and do not include background information or discussion relative to the policy.

Purpose: State the intent of the policy. This is also placed in the Description section in Comply Track.

Related Information: What is important to know about the policy and why it is needed.

Key Words: Use words that are not in the title. Choose words that others may use to look for the policy. When putting the key words in Comply Track, do not use any form of punctuation, only put a space between each word.

Definitions: Use only for words that are not commonly known to the reader.

Regulatory Information: Provide the laws that govern the policy. If there are no laws, you can delete this.

References, if applicable: If there are no references, this section can be removed. Or if there are only a policy or a form, the references to other related items can be removed.

Related Procedure: Put name of related procedure(s)

Related Links: When you put the link, it is helpful if you change the link’s name to the name of the document instead of having the full link

Related Forms: Put name of form and location/link here.

Policy reviewed by: (check all that apply) This is optional. Use this table to indicate who you believe should also review the document. Be sure to place a check mark next to the committee/department in the “Committee Review and/or Approval” box in the Custom Fields section on Comply Track. The University Policy Office will review the document to determine if it is appropriate or if it should go to the University Policy Committee (UPC) for further review. The UPC will determine if review/approval is needed from other committees/departments.

Academic Senate	General Counsel	Provost’s Office
Biosafety Committee	Human Resources	Radiation Safety Committee

Board of Trustees	IACUC	VP Research & Biotechnology
Chief Financial Officer	Information Technology	Sponsored Programs
Clinic Administration	Institutional Review Board	University Risk Management
Dean's Council	Operations Council	University Compliance Office
Directors of Operations	President's Office	University Policy Office
Environmental Health & Safety	Procurement	University Student Affairs

Responsible Department: Self explanatory

Contact: Name of person who is responsible for oversight on the policy, procedure or SOP. It must be someone who has management oversight.

Title: Enter the Contact Person's job title

Email: Enter Contact Person's email

Origination Date: This date references when the document was first put into service. This date is also a required entry in Comply Track in the Custom Fields section.

Next Review Date: Policies, procedures must be reviewed at least:

Yearly if heavily driven by state/federal law

Every 3 years if has some accreditation standards or involves other departments of the university

Every 5 years if it is a policy that is only driven by the university, e.g., Keys, ID Badge policies

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Title: Title may be different than the procedure linked to it. Add the word Procedure at the end of the title.

Effective Date: Date this procedure took effect with most recent review.

Overview: Brief information on the purpose of the procedure.

Procedure Steps:

	Action	Responsible for Implementing
1	List the steps required to carry out this procedure	Use title of person who is responsible for performing each specific action, do not put an actual person's name
2		
3		
4		
5		
6		
7		

Related Information: If there are additional steps or basic information the reader should know about the procedure or related policy.

Key words: Words that the reader may use to look up this procedure

References, if applicable: If there are no references, this section can be removed. Or if there are only a policy or a form, the references to other related items can be removed.

Related Policy: Put name of related policy(ies)

Related Links: When you put the link, it is helpful if you change the link's name to the name of the document instead of having the full link

Related Forms: Put name of form and location/link here.

Responsible Department: Self explanatory

Contact: Name of person who is responsible for oversight on the policy, procedure or SOP. It must be someone who is a manager or higher.

Title: Enter the Contact Person's job title

Email: enter contact person's email address

Origination Date: This date references when the document was *first* put into service. This date is also a required entry in Comply Track in the Custom Fields section.

Next Review Date: Procedures, along with their related policies must be reviewed at least:

Yearly: if heavily driven by state/federal law

Every 3 years: if has some accreditation standards or involves other departments of the university.

Every 5 years: if it is a policy that is only driven by the university, e.g., Keys, ID Badge policies

Any time there has been a change in the process.



Standard Operating Procedure (SOP)

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An SOP is unique to a given Operating Unit; tells how a specific task or process is to be performed. Can restrict access to SOP in Comply Track.

Title: Title may be different than the procedure linked to it. Add SOP At the end of the title.

Effective Date: Date this SOP took effect with most recent review.

Overview: Brief information on the purpose of the SOP.

Procedure Steps:

	Action	Responsible for Implementing
1	List the steps required to carry out this procedure	Use title of person who is responsible for performing the specific action, do not put an actual person's name
2		
3		
4		
5		

Related Information: If there are additional steps or basic information the reader should know about the procedure or related policy.

Key words: Words that the reader may use to look up this procedure

References, if applicable: If there are no references, this section can be removed. Or if there are only a policy or a form, the references to other related items can be removed.

Related Policy: Put name of related policy(ies)

Related Links: When you put the link, it is helpful if you change the link's name to the name of the document instead of having the full link

Related Forms: Put name of form and location/link here.

Responsible Department: Self explanatory

Contact: Name of person who is responsible for oversight on the policy, procedure or SOP. It must be someone who is a manager or higher.

Title: Enter Contact Person's job title

Email: Enter Contact Person's email address

Origination Date: This date references when the document was *first* developed and/or put into effect. This date is also a required entry in Comply Track in the Custom Fields section.

Next Review Date: Date when the SOP will need to be reviewed next. This date will be input on the Comply Track 'Home Page' for the SOP.