## **University of Idaho Policy Template**

## FSH or APM #

## Title

- **A. Purpose.** A brief summary of the purpose and content of the policy. This section should allow a reader to learn at a glance what the policy is about. State clearly the situation or problem the policy is attempting to address.
- **B. Scope.** The purpose of this section is to let the reader know whether they are required to comply with the policy. To whom and what does the policy apply?
- **C. Definitions.** List only unique terms that would help readers understand or follow the policy better. Once you define a term, use it consistently throughout the policy and don't redefine it.
- **D. Policy**. The policy statement sets forth what is required, permitted, or prohibited. The details of how to achieve the goals of policy go in the Procedure section.
  - **D-1.** Write short sections.
    - a. Include only one issue in each paragraph.
    - **b.** Use headings to help readers find what they need quickly.
    - c. Use the outline format you see here (D, D-1, a, etc.)
  - **D-2.** Be consistent. Use identical words for identical ideas and simple, parallel sentence structure, even to the point of monotony.
  - **D-3.** For every required action, make clear who is responsible. Writing in the active voice will make it obvious where you need to do this.
- **E. Procedure.** Series of steps one must take to implement the policy.
  - **E-1.** Follow guidance in section D.
  - **E-2.** Put the steps in chronological order.
- **F. Contact Information.** State which office or unit is the primary resource center for the policy and is available to answer specific questions. Include unit or office name and web site. Do not include phone numbers, individual names, or emails unless they are generic and are unlikely to change.
- G. Forms.
- **H. Related Policies.** List all associated policies, including, where applicable, SBOE policies, with a view to helping the user find all reasonably related information. Keep cross-references within the body of the policy only to those strictly needed. If you're just referring the reader to a related policy, that information goes here.

**Note on links within policy:** Links eventually become broken links, so keep them to a minimum. Do not link to non-UI sites. Confirm that your links are accurate and consistent with the text of your policy.