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Description automatically generated

University Policies

**Title:** [Full title of policy]

**Effective Date:** [Include Month, Day, Year]

**Issuing Authority:** [President or Cabinet-level Executive]

**Policy Contact:** [Use the employee’s University role (not name) to aid the longevity of the policy. Include office/department phone number and/or email address.

The Policy Contact is responsible for developing and/or revising the policy, submitting the policy for review, and responding to inquiries about the policy.]

**Purpose**

[Explain why this policy exists. Briefly state any legal, regulatory, financial, operational, accreditation, and/or social requirements this policy addresses. A connection to the University’s mission, vision, values, or strategic plan may be mentioned.]

**Scope**[Identify to whom the policy applies.]

**Exclusions**

[State any exclusions to the policy. If none, state None.]

**Definitions**

[Define terms that are specific to this policy. Definitions may be placed here or earlier in the policy if that facilitates the readability of the policy. If listing multiple terms, please list them in alphabetical order.]

As used in this policy, the following term(s) have the meaning specified below:

**Term:** definition

**Policy Statement**[State the policy here. What is required, prohibited, or allowed? Use subsections and subtitles to organize the information and facilitate understanding.

1. [Main heading - Insert content]
   1. [Sub-heading - Insert content]
      1. [Sub-heading - Insert content]

[Use **bold font for subtitles** but do not underline them.]

**Additional Resources**[List and link to related policies, standards, procedures, and other internal or external documents that provide helpful, relevant information. Do not include “how to” procedures but **link** the procedures to a separate document/webpage. Include links to forms or tools that are required for compliance with the policy.]

**Website Address**

[List and link to the relevant Mercer website.]

**History**

[Please add the original approval date and revision dates if available.

Example:

Approved by the Provost July 1, 2023

Revised January 5, 2024]

## **Appendix** [Appendices are used for informational material that is helpful but not directly related to the implementation of the policy. State, “There are no appendices to this policy” if such is the case.]

**Appendix A: Title**