# Policy Template: Definitions of Terms

**Policy Statement:** A concise formal statement that situates the policy in the context of principles that are valued by the University community.  Points to consider when writing a policy statement:
- o   Use clear, concise and simple language.
- o   Avoid reference to terms that are quickly outdated.
- o   Avoid use of "should"; if an action is compulsory, use "shall" or "will."
- o   Avoid the use of language that describes implementation; it is the Responsibility of the policy sponsor to implement and monitor the policy.
- o   If terms require definition, include them in a section following the policy statement.

**Policy Type:** Audience to which the policy applies: campus-wide, Board, Administrative/Operational, Faculty, Curricular, Co-curricular

**Approving Body:**  Responsible group that approves the policy statement.  The Board approves the board level policies. The Provost Office is responsible for Educational Policies.  The Executive Team is responsible for Administrative Polices.

**Policy Sponsor:** The administrator/office responsible for the overall administration of the policy (implementation and monitoring).  The Sponsor has the authority to interpret the policy and to develop and maintain procedures related to it, as well as the responsibility to report on the implementation of the policy as required by the ELT or Academic Council;

**Purpose:** A concise statement of the desired objectives that the policy will fulfill.  This statement will be more specific than the rationale, which will provide the context for the policy.

**Rationale:** A statement of why this policy is needed if the proposal is for a new policy, or why a change is needed if the proposal is for the revision of an existing policy.

**Definitions:** This section can be used to define particular terms used in the Policy Statement, or to identify any limitations or exclusions that apply.

**Stakeholders consulted:**  The individuals or positions that  have  a share in the policy and should have input into the policy formation.

**Approval history:** Lists the date that the policy was originally approved as well as the date it was revised.  This will be indicated on WJU's intranet view of the policy.

**Monitoring Data:**  Proposed data that the Policy Sponsor will provide to the approving body to demonstrate that the policy is being implemented and followed.  Policies need periodic review and this information provides the frequency of review.