**Siena College Draft**

**COLLEGE AND ADMINISTRATIVE POLICY (TEMPLATE)**

**(Use Arial Font size 10 for everything below)**

***Italicized instructions provided in this template are for guidance in policy creation and should be deleted as policy content is inserted.***

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| **Policy**  **Title:** | ***Policy Title:*** *It is the primary means of identifying, locating and referring to a policy. It should be clear and concise and accurately represent the policy content.* |
| **Type or category of Policy:** | **College/Administrative/Departmental**  ***College Policy:*** *A College Policy is an official directive of broad and direct application across schools and other administrative units of the College.*  ***Administrative/Departmental Policies:*** *An Administrative/Departmental Policy is a statement of the standards, practices and/or procedures of an administrative Unit. These policies pertain to matters within the exclusive function of an administrative unit, notwithstanding possibly broad impact across the College. An example would include the Student Handbook, promulgated by the Vice President of Student Life/Office of the Dean of Students, and the various policies and procedures of the Office of Human Resources.* |
| **Approval**  **Authority:** | ***Approval Authority:*** *This authority (Board of Trustees, President, or senior executive) responsible for final approval of a new or revised policy. In some cases, the “Approval Authority” will be the same as the “Responsible Executive” as described below.* |
| **Responsible**  **Executive:** | ***Responsible Executive:*** *The President charges this individual with authority to oversee development of certain college policies and the revision of existing policies as required in his or her area of jurisdiction and to ensure that appropriate stakeholders (e.g., senior executives, college counsel, vice presidents, deans, administrators, etc.) are appropriately consulted during these processes. This executive also designates a responsible office as explained below.* |
| **Responsible**  **Office:** | ***Responsible Office:*** *Under the direction of the Responsible Executive, the responsible office**develops or updates a particular policy and will be accountable for the accuracy of its subject matter, its issuance, and timely review. This office is also responsible for ensuring that procedures necessary to carry out the policy are current and available as hyperlinks to the appropriate departmental web site.* |
| **Owner Contact:** | ***Owner Contact:*** *Specify Responsible Office contact that can serve as a focal point for responding to comments and specific questions about the policy. Provide an email address, and please include telephone numbers and URLs if appropriate.* |
| **Reviewed**  **By:** |  |
| **Reviewed**  **Date:** |  |
| **Last Revised and Effective Date of Revision:** |  |

**\*=Optional**

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***\*Brief Overview of the Policy***

*This section broadly describes policy’s core provisions, or requirements. This section should generally be very brief.*

***Reason for Policy***

*This section should state the purpose, rationale and justification, citing any legal or regulatory reasons for this policy. This section should generally be very brief.*

**Scope of the Policy: Entities or Individuals affected by this policy**

*In this section, please list the broad job classifications of the individuals who should comply with the policy requirements, individuals who must understand the policy in order to do their jobs, and individuals who are affected by the policy. In many cases, it will be “all members of the Siena College community.” However, to assist you with this section, some other examples are listed below:*

* *All members of the Siena College community*
* *All faculty, administration, and staff members*
* *All faculty and staff members**including student employees*
* *Supervisors*
* *Faculty and staff members with managerial or supervisory responsibilities for staff or operations*
* *Vice presidents*
* *Deans, directors, chairs, and department heads*
* *Siena administrators*
* *Budget managers*
* *Staff responsible for reviewing and/or approving sponsored proposal submissions*
* *Anyone whose travel is charged to a Siena College account*
* *Employees who authorize travel, make travel arrangements, process travel documents, or have signature authority on accounts*
* *Volunteers, visitors, individuals employed by contractors on campus (AVI, St. Peter’s, Friary, Bookstore, ROTC employees).*
* *Anyone granted access to Siena College data*

**The Official Policy**

*In this section, please provide the full content of the Policy*

**\* Exceptions**

**\* Resources**

*This section may list resources including links to related policy documents, other related documents or contacts in addition to the one listed in the header under “Contact” from Responsible Office.*

*a. College documents such as policies, guidelines, manuals, contracts, etc.*

*b. Other documents such as laws, regulations, statutes, etc.*

*c. Departmental websites where procedures are maintained*

*d. Contact information for relevant subject matter experts*

*e. Statement(s) regarding non-compliance*

**Adopted:**  *Date the policy was first approved.*

**Reviewed:** *Date the policy was last reviewed.*

**Revised:**  *Date(s) of revisions made to the policy.*