

University of Idaho Policy Template

(Instructions are included in Italics – be sure to replace all italics with your content)

FSH or APM # - Title *(ex. APM XX.XX OR FSH XXXX -Basket Weaving Policy)*

A. Purpose. *Write 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 section.

b. Use headings to help readers find what they need quickly.

c. Use the outline format you see here.

i. Lowercase roman numerals are the next level bullet, if needed.

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. Use departmental phone numbers, general email addresses, and job titles that are unlikely to change. Do not include specific phone numbers, individuals' names, or their email addresses.*

G. Forms. *Describe any forms used or needed. Use a bulleted list with hyperlinks when applicable.*

- *Name of Form*
- *Name of Form*

H. Related Policies. *List all associated policies in a bulleted list, 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.*

- *Policy Hyperlink (hyperlinks are descriptive phrases with the longer url included in the background settings)*
- *Policy Hyperlink*

Note on links within policy: Links eventually become broken links, so keep them to a minimum. Avoid non-UI sites with the exception of relevant State Board policies, government laws or rules, etc. Confirm that your links are accurate and consistent with the text of your policy.

Version History

Month Year. *Brief summary of revisions as given in the cover sheet. For example, "Revisions to improve clarity and align with changes to State Board policy." OR "Updates to reflect current terminology and process." Can include substantive specifics, such as "Increase to thresholds for purchasing limits."*

Month Year. *Policy Inception.*