

RAMAPO COLLEGE POLICY TEMPLATE

Section: Assigned by the College Policy Committee

Section Title: Assigned by the College Policy Committee

Policy Number: Assigned by the College Policy Committee

Policy Name: Enter Policy Name Here

Approval Authority: This authority (Board of Trustees, President/Cabinet, Provost, Division Vice President) is responsible for final approval of a new, revised, or rescinded policy

Responsible Executive: This managerial executive, identified by title, identifies a need to establish, review, revise, or recommend for rescission policies under their purview; Designates the Responsible Unit to lead the drafting or revision process, and notifies the College Policy Committee that said policy is under development or review; and reviews and approves the Responsible Unit's draft and sends it to the College Policy Committee for further review

Responsible Unit: The responsible unit, identified by Department/Unit/Office name, is responsible for the direct implementation of the policy, drafts the policy and procedure and any revisions to it, ensures the accuracy of its subject matter, and advances updates to it in a timely manner.

Date Adopted: Date (MM/YYYY) policy is originally approved by the Approval Authority

Date Revised: Date(s) (MM/YYYY) policy is revised by the Approval Authority

1. **Policy:** A brief description of the Policy's overarching purpose.
2. **Reason for Policy:** Why is this policy important, i.e. This policy sets forth policy for . . .
3. **To Whom Does the Policy Apply:** List in broad terms those who should observe the policy and follow its procedures, those who must understand the policy in order to do their jobs, and those who are affected by the policy. In many cases, it will be "all members of Ramapo College." However, to assist you with this section, some other examples are listed below:
 - All members of Ramapo College
 - College Officers
 - Conveners
 - Deans and Directors

- Employees of the College who have managerial or supervisory responsibilities for staff or operations
 - Provost and Vice Presidents
 - Faculty
 - Students
 - Staff
4. **Related Documents:** List related document names, include links to procedures, laws, regulations, statutes, guidelines, manuals, contracts, templates, etc. that provide other relevant information or instructions.
5. **Contacts:** List name of College office to contact regarding questions about the policy/procedure and include unit website links. Do not include names of individuals.