

POLICY STATEMENT

Text in italics is intended to guide you in preparing the policy statement and should be replaced with your own non-italicized text or removed. “Optional” sections should be used only if necessary for your particular policy. Any optional sections not required for your policy, should be deleted. All other sections must be completed. When the final Policy Statement is submitted, it should accompany and succeed the Policy Development Report. Remove this statement, which is for your information only.

Title: *INSERT TITLE OF THE POLICY*

Category: *CATEGORY OF POLICY*

Approval Date: TBD

Effective Date : TBD

Review Date: TBD

Authority:

Board of Governors

Sponsor:

INSERT POLICY SPONSOR

Contact:

Vice-President, Finance & Administration: 416-977-6000.

Previous Versions:

Please contact the Office of the Vice-President, Finance & Administration, to view any of the following previous policy versions:

none

Purpose: *This section is mandatory. Briefly state the overarching purpose of the policy.*

Scope: *This section is mandatory and starts with “Applies to...” followed by a statement of the individuals, groups, entities or units to whom this policy applies and/or who are expected to comply with the policy. You may include references to any related legislation that informs the scope. If there are individuals, groups, entities or units who/which are exceptions to the scope, that should be stated.*

Definitions: *OPTIONAL List terms and their meanings if they are uncommon, technical in nature, or specific to this policy, if required in your policy. Reviewing, and reusing where appropriate, definitions from other policies may prove quite useful. The term being defined should appear in boldface followed by a hyphen and then the definition. All acronyms and aliases should be identified in this section with their full name and then may be referenced through the policy statements using the abbreviated form. This section is not mandatory. If used, it should be placed after the Scope Section above and if not used, it should be deleted.*

Policy (body):

This section is mandatory. Policy is a statement of the University’s or management’s position on an issue. It implies an expectation of behavior or particular outcome in a particular situation.

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Insert the text of the policy including what the policy is and what is expected of the users. Your text should appropriately include references to any related legislation. Where the policy body is lengthy, sections within the policy body may (and should) be numbered and subsection headings may be introduced. A standard numbering scheme is not prescribed. Hyperlinks can be created throughout the policy body, to sources of additional information, e.g., to Terms of References statements for governing bodies for responsibility or authority within the policy.

Procedures: *articulate the method by which a policy is carried out; outline a set of instructions that must be followed in order to achieve a specific purpose or outcome; and identify roles and responsibilities. Most, but not all, policies require procedures. **If required they should not be part of the Policy Body above, but may (and in many cases should) be referenced within it, when describing how and when to invoke a procedure.** The Procedures may take a format that provides for clarity and for ordering a sequence of instructions to be followed. Procedures may be related to more than one policy. Before drafting a new procedure determine whether an appropriate one, for a related policy already exists and can therefore be used. This section is not mandatory and policies may not always have related procedures.*

Non-compliance: *OPTIONAL This section would be included in rare cases only and where there are serious and potentially legal implications for not complying with the policy. Most policies do not use this section. If used, place this section at the end of the Policy Body section; otherwise Delete this section.*