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| C:\Users\Shira Thomas\AppData\Local\Temp\0497535c-e870-4cb6-bb58-dc3c8a21f0d6_PNG.zip.0d6\FAMU Block Logo_orange-green.png |  Board of Trustees Policy |
| **BOT Policy No.:**  BOTP**-**XX-XX | **BOT Policy Name:**  |
| **Initial Adoption Date:**  | **Revision Date(s):**  |
| **Responsible Unit:**  | **Responsible Executive:**  |
| **Authority** |  |
| **Applicability**  |  |

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| --- |
| 1. **Policy Statement and Purpose**
	1.
2.
3. **Definitions**
4. **Procedures, Approvals/Responsibilities**

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| **Attachment(s)** |  |
| **Related Resource(s)** |  |
| **INSTRUCTIONS*:****BOT Policy Format. BOT Policies presented to the Board of Trustees for consideration and adoption shall include the following:** *All SOPS shall be in the format of this template;*
* *A numbering system that identifies the responsible division/department (based on the current calendar year and chronological number. The policy number will be provided by Office of University Policy.*
* *Policy Name;*
* *Citing Authority. Any new policy must cite the authority for the adoption of the policy. If there are any reservations about the authority to adopt a policy, please contact the Office of the General Counsel.*
* *Applicability and/or Accountability (Identify the personnel, department, division, and/or unit who must comply with the policy);*
* *Policy Statement (a brief statement that explains the objective/purpose and core provisions of the policy);*
* *Initial adoption date is the date the policy is first promulgated and should be reflected in the following format: “01/02/2023.”*
* *Definitions of relevant terms;*
* *Procedures that the policy is implementing;*
* *Responsible Vice President and Responsible Office/Policy Owner;*
* *Revisions to an existing University policy will replace the previous version and the revision date will be reflected in the policy.*
* *Attachments - i.e. Forms to be used, if required, to carry out the procedure, which must be attached to the policy. Forms must include effective/revision date.*
* *Hyperlink addresses should be added.*
* *Font type is Cambria Math and font size shall not be smaller than 10.5.*
* *The OUP will route policies to obtain all appropriate signatures.*
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