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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 (SEE PAGE 3 FOR INSTRUCTIONS TO COMPLETE THIS FORM) |  Board of Trustees Policy |
| **BOT Policy No.:**  BOTP**-**XX-XX (Unique Policy Identifier) | **BOT Policy Name:**  |
| **Initial Adoption Date:**  | **Revision Date(s):** MM/DD/YYYY |
| **Responsible Unit:**  | **Responsible Executive:**  |
| **Authority** |  |
| **Applicability**  |  |

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| 1. **Policy Statement and Purpose**

*(State why the policy is needed and provide a brief statement that explains the University’s principles on the matter, objective/purpose and core provisions of the Policy) (May also provide a summary of the issue or conflict the Policy aims to resolve or address including, relevant legal or regulatory reasons)** 1.
1.
2. **Definitions**

*(Key Terms* *should be provided for clarification and to ensure readers interpret the meaning of terms used in the Policy consistently)*1. **Procedures, Approvals/Responsibilities**

*(Identifying discrete elements that are to be followed in order to implement the Policy; this section outlines the roles and responsibilities of the University offices or individuals referenced in the Policy and procedures, including any top-level procedures necessary for compliance with the Policy)*1. **Administration:** The Division of/Office of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is responsible for administering this Policy.

**SEE PAGE 2 FOR ADDITIONAL INSTRUCTIONS** |
| **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:** ***Policy Number.*** *A* ***numbering system*** *that identifies the responsible division/department (based on the current calendar year and chronological number. The Office of University Policy will provide this number;*
* ***Policy Name.***  *The concise title or designation given to a specific policy that reflects the key issue, objective, description, or area covered by the policy;*
* ***Authority.*** *Any new policy must cite the authority (state and federal laws, BOG and FAMU regulations, other governing authority) for the adoption of the policy. If there are any reservations about the authority to adopt a policy, please contact the Office of University Policy;*
* ***Applicability and/or Accountability.*** *(Identify the personnel, department, division, and/or unit who the policy will affect and 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.*** *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.*** *The Division or Office lead by the Vice President/Chief who is responsible for implementing and ensuring necessary procedures/guidelines are developed;*
* *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;*
* *Remove instructions after adding information to policy;*
* *The OUP will route policies to obtain all appropriate signatures;*
* *Use full justification;*
* *Use the Track Changes feature in Word. Do not manually track changes (underline or strike language). New language should appear in underline format and deleted language should appear in strikethrough format.*
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