

System Office Policy Writing Guide

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System Office Policy Writing Guide

Introduction

This Policy Writing Guide was created to assist with consistency in formatting and content development, and to clarify the approval process for System Office policies.

This guide will cover the following topics:

- Guidelines for writing policy content
- Policy template and formatting
- Policy Information Forms
- Policy approval workflow

All referenced documents, forms, and access to referenced policy libraries can be found on the [Policy Resources website](#).

Guidelines for Writing Policies

What is a policy?

Policies are clear, simple statements of how the System Office intends to conduct its business. Policies identify and define requirements and expected behaviors and provide a set of guiding principles to help with decision making.

Policies fall into three categories:

- Policies that enhance the mission of the System Office
- Policies that ensure compliance with applicable laws, rules and regulations; or
- Policies that promote operational effectiveness and efficiencies and reduce institutional risk.

Policy or Procedure

Policies and procedures work together to clarify what to do and how to do it. Policies identify what is required, why, and the consequences of not meeting policy requirements. Procedures describe how the policy will be put into action by outlining the steps to be taken, defining roles and responsibilities, and listing forms or documents to use. Ideally, procedures would always have an associated policy.

While policies have a defined template, the format for procedures can vary depending on the content. Sometimes required information can be covered with just a few bullet points, while other topics need detailed step-by-step instructions. Procedures can also be organized as forms, checklists, or flowcharts.

In some cases, it may be necessary to combine policy and procedures in the same document

for submission, a Policy Information Form will need to be submitted along with the draft policy to kick off the policy review workflow. Policies are reviewed at regular meetings of the Policy Committee, and if approved, will be sent to the Chancellor's Designee under Board Rule 108, System Counsel, and ultimately the Chancellor for review and approval.

Policy Publication and Communication

Upon approval, the finalized policy will be published to the public [System Office Policy Library website](#). In addition, policy changes must be communicated to the impacted population by Human Resources, and it is expected that the originating department will be responsible for ensuring that any other appropriate individuals are notified.

Periodic Review

In accordance with Board Rule 108, all policies should be reviewed on a routine basis to ensure they remain current.