

Policy and Procedure Style Instructions

I. FORMAT

Policies and procedures are typed in Word using the Times New Roman font. The policy template is copied and pasted on to a new document. The template includes the Heading (Policy Title, Policy Number & Effective Date) and the Footer (Source, Revised, Approved By (followed by the date) & Custodian.

University of Arkansas at Little Rock

Policy Name:
Policy Number:
Effective Date:

Source:
Revised:
Approved By:
Custodian:

B. HEADER

Start by typing in the policy name and number, if it is known. If the policy is new or does not have a number, then assign it to the section that is most appropriate and put in the section number followed by a blank.

Policy Number: 4__

University of Arkansas at Little Rock

Policy Name: Academic Probation Policy
Policy Number: 5__
Effective Date: January 1, 2009

word policy on the end. If more than one source document is used, then add a number to the end of the name.

Policy = Academic Probation Policy.docx

Source Document = Academic Probation 1.docx and Academic Probation 2.docx

Now you are ready to save the document to a file. The files are located in a folder called UALR Policies. The folders in this file are organized from 100 to 800. The number scheme is based on the UA Board of Trustees Policy numbering system.

- 100 Organization of UALR
- 200 Administration Policies
- 300 Business Policies
- 400 Faculty and Staff Affairs Policies
- 500 Student Affairs Policies
- 600 Educational Programs Policies
- 700 Facilities Policies
- 800 Athletic Policies

The committee reviewing and approving the policy will make the final determination of the section where each policy belongs.

After a number or section is assigned save the policy to the folder of the same section number.

F. PAGE LAYOUT AND FORMATTING

All policies should be saved using the same margins (1 inch on all sides). Draft documents should be watermarked from the page layout tab using the Draft 1 style. Then using the insert tab, insert the page number at the bottom of the page using the 3rd style. This places the page number in the lower right corner. Save the changes and go to print preview. Check to see if the footer is placed close to the bottom of the page before printing. Print out the policy and the source documents. Paper clip the source documents to the back of the policy. The paper policies will be stored in folders or notebooks. At the time of this writing, they are stored in a different expanding folder for each section.

G. PROCEDURES

The procedures may be included with some policies. If they are, leave them in that format. If they are separate, start a new page after the last one in the policy and type Procedure for: (policy name and number) at the top. Then paste the procedures in using the same margins and formatting as for the policy.

H. MASTER POLICY LIST

Then add the policy to the Master Policy List Excel spreadsheet. Add in the required information and save the list.