**Texas Woman's University**

**University Regulation and Procedure Guidelines**

These guidelines are provided by the University Policy Office to support the University policy management process. This document provides instructions for policy creation, including the required fields for new policies with examples for each of the fields.

A blank University Regulation and Procedure (“URP”) Template is provided separately and is the required format for all URPs.

In compliance with the Americans with Disabilities Act, all URPs must be in Arial font, size 12. All other formatting in the URP Template must remain the same.

**Please contact Alex Yarbro, with the University Policy Office, with any questions at** [**ayarbro@twu.edu**](mailto:ayarbro@twu.edu) **or (940) 898-3249.**

**Texas Woman's University  
University Regulation and Procedure**

|  |  |
| --- | --- |
| **Regulation and Procedure Name:** | **Name of URP** |
| **Regulation and Procedure Number:** | **URP: [Existing Number or To Be Assigned by University Policy]** |
| **Policy Owner:** | **Division or Unit that Owns the Policy** |

# POLICY STATEMENT

The Policy Statement very broadly outlines TWU’s values as it relates to the policy. The overarching goal or objective that the policy seeks to address along with the purpose of the policy should be contained in the policy statement.

**EXAMPLE:** Texas Woman’s University (“TWU”) seeks to enable its officers and employees to perform their duties and responsibilities in compliance with federal and state laws and regulations. These ethical principles and guidelines shall apply to all persons employed in any capacity by TWU regardless of rank or position.

# APPLICABILITY

The Applicability Section must identify the members of the TWU Community or external constituents to whom the policy applies. The options are included in the Example and defined in the Definitions Section. If an alternative definition is needed for a particular category, please contact Alex Yarbro.

**EXAMPLE:** This policy is applicable to TWU [Options: Students, Faculty, Staff, Employees, Guests, and University Affiliates].

# DEFINITIONS

The Definitions Section includes definitions of key terms used throughout the policy. All applicability categories must be defined and the standard definition for those is provided below. Definitions should appear in alphabetical order and follow the following format:

1. “Term” means [definition provided here].
2. “Employee” means an individual who is employed part-time, full-time, or in a temporary capacity as faculty, staff, or who is required to be a student as a condition of employment, undergraduate or graduate.
3. “Faculty” means a person who is employed by TWU as a member of the faculty and whose duties include teaching, research, service, and administration. Professional librarians and graduate assistant titles are excluded from the definition of faculty.
4. “Guest” means any individual not affiliated with TWU.
5. “Staff” means each classified, administrative, and professional employee who is appointed to work at least 20 hours each week for a period of four and one-half months, excluding students employed in positions for which student status is required as a condition of employment and those employees holding teaching or research positions classified as faculty.
6. “Student” means a person taking courses at TWU, a person who is not currently enrolled in courses but who has a continuing academic relationship with TWU, or a person who has been admitted or readmitted to TWU.
7. “University Affiliate” means any individual associated with TWU in a capacity other than as a Student or Employee who has access to TWU resources through a contractual arrangement or other association. This includes the following individuals:
   * 1. Contractors and Vendors: an individual, business, or governmental entity that has a fully executed contract to provide goods or services to TWU. This includes employees of contractors or vendors and independent contractors.
     2. Employee of a Governmental Agency: an individual employed by a federal or Texas state agency.
     3. Employee of a TWU-Affiliated Institution: an individual who works for organizations that are tightly aligned with the University.
     4. Pre-Employment Individual: an individual who will be hired by the University and the hiring department has sponsored their access to TWU resources.
     5. Other University Affiliate: any individual who does not fit into any other category and needs access to TWU resources.

# REGULATION AND PROCEDURE

The Regulation and Procedure Section will outline the regulation and procedure in detail, including the steps and the individual(s) responsible for each step. This section should also incorporate any relevant legal authority.

This Section must follow the formatting provided and explained in the URP Template.

**EXAMPLE:** The following URPs have extensive Regulation and Procedure Sections and demonstrate the correct formatting:

[URP 01.200: Speech, Expression, and Assembly](https://public.powerdms.com/TWU1/documents/1745744)

[URP 02.330: Faculty Responsibilities, Standards of Conduct, and Disciplinary Processes](https://www.powerdms.com/public/TWU1/documents/1745832)

[URP 04.700: Computer & Software Acceptable Use Policy](https://public.powerdms.com/TWU1/documents/1745836)

[URP 05.205: Employment Practices](https://public.powerdms.com/TWU1/documents/1745709)

[URP 06.210: Academic Integrity](https://public.powerdms.com/TWU1/documents/1748544)

# REVIEW

The following language must be used in the Review Section. Please describe how often the policy will be reviewed. You may change the review period to any time less than six years if required by federal or state law or regulation. The standard review for URPs is six years.

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every **[insert one, two, three, four, five, or six]** years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

# REFERENCES

The References Section should include citations to any relevant legal or administrative authority upon which the URP is based.

If the text of the URP references a separate URP, it must be included in the References.

All hyperlinks should display the text of the reference, not the URL.

If there are no References, this Section should read “None”.

**EXAMPLE:**

[Family Educational Rights and Privacy Act of 1974](https://www.ecfr.gov/current/title-34/part-99)

[URP 01.210: Ethics Policy for Employees](https://www.powerdms.com/public/TWU1/documents/1745849)

# FORMS AND TOOLS

The Forms and Tools Section should include links to any forms or tools referenced in the policy or required to be completed under the URP.

All hyperlinks should display the text of the form or tool, not the URL.

If there are no Forms and Tools, this Section should read “None”.

**EXAMPLE:**

[TWU Ethics and Compliance Hotline](https://twu.edu/hotline/)

|  |  |
| --- | --- |
| **Publication Date:** | **(MM/DD/YYYY)** |
| **Revised:** | **(MM/DD/YYYY)** |

(The above table will be completed by the University Policy Office.)