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

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| **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

[Type Policy Statement Here]

# APPLICABILITY

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

# DEFINITIONS

1. [Add Policy Definitions Here. Standard definitions for the Applicability options listed above have been added. Please remove any Applicability definitions that do not apply to this policy. If you have questions about these definitions, please contact Alex Yarbro at ayarbro@twu.edu.]
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 below is the required formatting for all URPs. If you need additional Sections or Subheadings, you may either hit “Enter” and they will automatically populate or you may copy and paste a new Section below.]

1. [Title of Section – Formatting with Multiple Subheadings]
	1. [Brief Content Description]
		1. [Description of Content]
			1. [Additional Details]
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				1. [More Information]
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			2. [Additional Details]
	3. [Brief Content Description]
		1. [Description of Content]
			1. [Additional Details]
				1. [More Information]
				2. [More Information]
			2. [Additional Details]
		2. [Description of Content]
			1. [Additional Details]
				1. [More Information]
				2. [More Information]
			2. [Additional Details]
2. [Title of Section – Formatting with No Subheadings]

[Type content for this Section here. If the Section is only 2 – 4 sentences, no Subheadings are needed. If the Section is longer, consider using the formatting found in Section I for ease of reading and reference.]

1. [Title of Section – Formatting with Preview Sentence]

[A sentence may be added prior to the Subheadings if necessary for the Section.]

* 1. [Brief Content Description]
		1. [Description of Content]
			1. [Additional Details]
				1. [More Information]
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			2. [Additional Details]
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			2. [Additional Details]
		2. [Description of Content]
			1. [Additional Details]
				1. [More Information]
				2. [More Information]
			2. [Additional Details]

# REVIEW

[The following language is required for each URP. You may change the review period to any time less than six years if required by federal or state law or regulation. The standard 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

[Include any relevant legal or administrative references here. If the text of the URP references a separate URP, it must be included in the References Section. All hyperlinks should display the text of the references, not the URL. If there are no References, this Section should read “None”.]

[Insert Hyperlinks Here or None]

# FORMS AND TOOLS

[Include any forms or tools referenced in the policy or required to be completed under the URP. All hyperlinks should display the text of the forms or tools, not the URL. If there are no Forms or Tools, this Section should read “None”.]

[Insert Hyperlinks Here or None]

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

[The Publication Date and Revised information will be completed by the University Policy Office.]