

# MISSOURI SOUTHERN STATE UNIVERSITY POLICY TEMPLATE

Policy #:	01-0001				
Name of Policy:					
Date of Last Revision:		Initial Date of Approval:		Initial Effective Date:	
Policy Owner	<i>[Department or area of campus that oversees policy]</i>				
Policy/Chapter Sections	<i>[See sections 1.0 – 5.0 below, with examples]</i>				
Date of Next Review:					

## 1.0 PURPOSE

*[Provides a brief overview (3-5 sentences) of the proposed policy’s purpose.]*

Example: [From Bereavement Leave Policy, July 2020]

The purpose of the policy is to provide guidance to University employees regarding the policy below in order to comply with the standards set forth by the University. This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

## 2.0 SCOPE

*[Explains who is affected by the policy – University administration, faculty, staff, and/or students. In addition, Scope addresses at what level – Board of Governors, University, or Unit – the policy will be implemented. Definitions of each are included below.]*

Example: [From Policy on Policies template, July 2017]

This policy applies to all University administration, faculty, staff, and students, and all such parties are expected to abide by the procedural guidelines outlined herein.

**Board of Governors Policy** – A Board of Governors Policy is a statement of the University’s official position on specific organizational or operational matters that affect or apply to the entire campus community, including staff, faculty, administration, and/or students of all groups or departments. All University and Unit policies shall be consistent and in agreement with the Board of Governors Policies.

**University Policy** – A University Policy is a statement of the University’s position on matters directly affecting the mission of the University which has broad application across the entire institution. These policies change infrequently and set a course for the foreseeable future. In the event of a conflict between a University Policy and Unit Policy, the University Policy will prevail.

**Unit Policy** – A Unit includes but is not limited to a department, office, program, division, or college. A Unit Policy is a statement that applies to the operations and to the staff, faculty, administration, and/or students of individual departments, colleges, or units. A Unit Policy may be more restrictive than a University or Board of Governors Policy, but any conflict between Unit Policies and University or Board of Governors Policies must be resolved prior to final posting of such policy. .

### **3.0 POLICY**

*[Detailed explanation of the policy being proposed.]*

Example: [From Cash Policy, July 2017]

Based on an analysis of the operating budget, annual financial statements, and typical monthly cash disbursements, the operating cash policy is to build the university's operating cash balance to:

Fiscal year end cash on hand targeted as 15% of revenue.

Month end cash on hand minimum target of \$5,000,000.

The Board of Governors' Budget/Audit Committee will monitor the cash position to ensure that cash balances are consistent with the above thresholds. The cash status will be reported to the board at each Board of Governor's meeting. The policy amounts will be assessed annually, or as needed, to determine if they should be modified.

### **4.0 HISTORY**

*[If applicable, this section identifies the recorded history of the policy, including previous versions, effective dates, and any other substantive or minor revisions that may have occurred, etc. To inquire about the history of a policy, please contact the Policy Administrator for a review of the Policy Library. This section should include the following statement: "This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals." In addition, this section should include an exact timeline/schedule of when the policy will be reviewed and by whom.]*

Example for Policy with No Known History:

No known history of policy found in Policy Library. This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

Example for Policy with Known History: [From Policy on Policies, May 2023]

Established – Unknown

Revised July 2017

Revised May 2023 by Policy on Policies Adhoc Committee

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

### **5.0 RELATED DOCUMENTS**

*[If applicable, please include hyperlinks to any additional documentation that may be needed to implement the proposed policy. For example, if a form is required, please link that form here.]*

Example: [From Minors on Campus Policy, March 2023]

[MSSU Willcoxon Health Center Medical History](#)

Beimdick Rec Center Membership Form

Housing Application – Residence Life