The University of Texas at San Antonio
Handbook of Operating Procedures
Chapter X – Name of Chapter

Policy number and name

POLICY STATEMENT

(Required)

Provide a clear and concise statement of the university's commitment to a value or mission.

Generally three to five sentences

Example
The University of Texas at San Antonio will provide male and female student-athletes, coaches, and administrators with opportunities and programs that are both equitable and broad based to enhance the quantity and quality of opportunities for men and women in Intercollegiate Athletics.

RATIONALE

(Required)

State a reason or rationale why the policy is needed such as legal or regulatory requirements, risk mitigation, or general principles the university must follow.
Generally three to five sentences

Example
This policy provides for institutional control over the Intercollegiate Athletics program at UTSA.

SCOPE

(Required)

The scope states who will be affected by the policy.

Examples: all UTSA, faculty, staff, students, alumni, vendors, contractors, or visitors

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WEBSITE ADDRESS FOR THIS POLICY

Leave blank – website address will be inserted once policy is online.

RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

List any related UTSA or UT System policies, or Board of Regents rules, as well as any related local, state, or federal legislation or administrative regulations, and provide a link to each.

Include any other related documents that led the Sponsoring Office to propose the policy, or that provide helpful information (contracts, guidelines, professional standards, surveys, etc.)

UTSA or UT System Policies or the Board of Regents Rules & Regulations	Other Policies & Standards
Place document title and link here. All documents go into one cell. Document 1 Document 2	Place document title and link here. All documents go into one cell. Document 1 Document 2

CONTACTS

(Required)
Directs questions or requests for exceptions to the policy to the Sponsoring Office, or to the office or officers responsible for implementation, enforcement, or assistance.

If you have any questions about [Insert Policy name], contact the following office(s):

Example: The Office of the Vice President for Business Affairs
210-458-4201

DEFINITIONS

Defines any terms used within the policy that are unfamiliar or technical, or that have a specialized meaning. Terms should be listed in alphabetical order.

Term
Definition goes here.

RESPONSIBILITIES

(Required)
Summarizes the responsibilities of each UTSA office or officer named in the policy.

Party 1
- Responsibility 1. Begin each responsibility with a present tense verb.

- Responsibility 2
- Responsibility 3

Party 2
- Responsibility 1
- Responsibility 2
- Responsibility 3

PROCEDURES

(Required)

Describes in concrete terms how the policy will be implemented or enforced.

In particular, describes the action steps, activities or mechanisms through which the terms or requirements of a policy will be implemented or enforced, and the roles accountable for each.

Implementation/Enforcement Step	Responsible Office/Officer
1.	
2.	

Please use the table format as a tool to help you identify the **Responsible Office/Officer** for the Responsibilities section. **(Use and / or inclusion of the table is optional)**

The final version of the Procedures section will include the **Implementation/Enforcement Steps** only in paragraph format.

SPECIAL INSTRUCTIONS FOR INITIAL IMPLEMENTATION

(Optional)

Summarizes any one-time requirements related to initial implementation.

Transfer information from your policy proposal.

FORMS AND TOOLS/ONLINE PROCESSES

(Optional)

Contains Forms/Online Processes, or links to forms and processes, with information on how to obtain any forms or perform any online processes required for compliance with the policy.

APPENDIX

(Optional)

Appendices contain informational material that is helpful, but not directly related to the implementation of the policy. All of the information included in the appendices should be arranged under additional subheading(s) within the section.