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| C:\Users\Shira Thomas\AppData\Local\Temp\0497535c-e870-4cb6-bb58-dc3c8a21f0d6_PNG.zip.0d6\FAMU Block Logo_orange-green.png | | Board of Trustees Policy |
| **BOT Policy No.:**  BOTP**-**XX-XX | | **BOT Policy Name:** |
| **Initial Adoption Date:** | | **Revision Date(s):** |
| **Responsible Unit:** | | **Responsible Executive:** |
| **Authority** |  | |
| **Applicability** |  | |

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| 1. **Policy Statement and Purpose** 3. **Definitions** 4. **Procedures, Approvals/Responsibilities**   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_  Larry Robinson, Ph.D. Date  President  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_  **\*\*\*\*\*\*\***  Date  Responsible Vice President  ***SEE PAGE 3 FOR INSTRUCTIONS*** | |
| **Attachment(s)** |  |
| **Related Resource(s)** |  |
| **INSTRUCTIONS*:***  *BOT Policy Format. BOT Policies presented to the Board of Trustees for consideration and adoption shall include the following:*   * *All SOPS shall be in the format of this template;* * *A numbering system that identifies the responsible division/department (based on the current calendar year and chronological number. The policy number will be provided by Office of University Policy.* * *Policy Name;* * *Citing Authority. Any new policy must cite the authority for the adoption of the policy. If there are any reservations about the authority to adopt a policy, please contact the Office of the General Counsel.* * *Applicability and/or Accountability (Identify the personnel, department, division, and/or unit who must comply with the policy);* * *Policy Statement (a brief statement that explains the objective/purpose and core provisions of the policy);* * *Initial adoption date is the date the policy is first promulgated and should be reflected in the following format: “01/02/2023.”* * *Definitions of relevant terms;* * *Procedures that the policy is implementing;* * *Responsible Vice President and Responsible Office/Policy Owner;* * *Revisions to an existing University policy will replace the previous version and the revision date will be reflected in the policy.* * *Attachments - i.e. Forms to be used, if required, to carry out the procedure, which must be attached to the policy. Forms must include effective/revision date.* * *Hyperlink addresses should be added.* * *Font type is Cambria Math and font size shall not be smaller than 10.5.* * *The OUP will route policies to obtain all appropriate signatures.* | |