**Texas Woman's University**

**Regent Policy 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 Regent Policy Template is provided separately and is the required format for all Regent Policies.

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

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

**Texas Woman's University**

**Regent Policy**

|  |  |
| --- | --- |
| **Regent Policy Name:** | **Name of Regent Policy** |
| **Regent Policy Number:** | **Regent Policy: [Existing Number or To Be Assigned]** |

# 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. Regent Policies relate to the University as a whole and establish fundamental principles as a basis and guide for later action. Regent Policies are intended to be enduring rather than responses to a particular issue. Regent Policies have a clear and specific purpose and must be consistent with the TWU’s mission, charter, and core values.

**EXAMPLE:** Texas Woman’s University (“TWU”) strives to create and actively promote a welcoming, supportive, and culturally diverse environment for its faculty, staff and student body. TWU endeavors to provide an environment of nondiscrimination and affirmative action for the TWU Community. The TWU community works to assure fairness and equity to all who pursue their educational and professional goals at this University. Retaliation against individuals who in good faith, file a claim of discrimination or otherwise oppose discriminatory actions or practices will not be tolerated.

# 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.

# POLICY

The Policy Section will outline the policy 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 have the formatting provided and explained in the Regent Policy Template.

**EXAMPLE:** The following Regent Policies have extensive Policy Sections and demonstrate the correct formatting:

[Regent Policy B.20005: Freedom of Speech and Expression Policy](https://public.powerdms.com/TWU1/documents/1754165)

[Regent Policy B.20040: Tuition and Fee Policy](https://public.powerdms.com/TWU1/documents/1745571)

[Regent Policy F.60000: Employment Practices Policy](https://public.powerdms.com/TWU1/documents/1745828)

# 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 Regent Policies 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, or internal processes or procedures.

# REFERENCES

This Reference Section should include citations to any relevant legal or administrative authority upon which the Regent Policy is based.

If the text of the Regent Policy references a separate Regent Policy, 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)

[Regent Policy B.20000: Nondiscrimination Policy](https://www.powerdms.com/public/TWU1/documents/1745818)

# FORMS AND TOOLS

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

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/)

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| --- | --- |
| **Adopted:** | **(Month Day, Year)** |
| **Revised:** | **(Month Day, Year)** |

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