**Texas Woman's University**

**Regent Policy**

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

# POLICY STATEMENT

[Insert 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.

# POLICY

[The below is the required formatting for all Regent Policies. If you need additional Headers or Sections, you may either hit “Enter” and they will automatically populate or you may copy and paste a new Header below. Please note there are different formatting styles depending on the amount of content in each Header. If you need assistance, please contact Alex Yarbro at ayarbro@twu.edu.]

1. **[Title of Header – Formatting with Multiple Sections and Subsections]**

[Brief introductory language (less than two sentences) can be here. This is not required.]

* 1. [Brief Title for Section 1]
		1. [Content]
			1. [Additional Details]
			2. [Additional Details]
		2. [Content]
	2. [Brief Title for Section 2]
		1. [Content]
			1. [Additional Details]
			2. [Additional Details]
		2. [Content]
	3. [Brief Title for Section 3]
		1. [Content]
			1. [Additional Details]
			2. [Additional Details]
		2. [Content]
1. **[Title of Header – Formatting with Multiple Sections and No Subsections]**
	1. [Brief Title Summary of the Section.][Followed by the Section Content, limited to a short paragraph.]
	2. [Brief Title Summary of the Section.][Followed by the Section Content, limited to a short paragraph.]
	3. [Brief Title Summary of the Section.][Followed by the Section Content, limited to a short paragraph.]
	4. [Brief Title Summary of the Section.][Followed by the Section Content, limited to a short paragraph.]
2. **[Title of Header – Formatting with No Sections]**

[Brief Title Summary of the Content.][Followed by the Content. If the content is only 2 – 4 sentences, no Sections or Subsections are needed. If the content is longer, consider using the formatting found in Header I or II for ease of reading and reference.]

[The IV. University Regulations and Procedures Header provided below is required for all Regent Policies that govern University Regulations and Procedures.]

1. **University Regulations and Procedures – [Subject of Policy Here]**

Adoption of Regulations and Procedures. TWU is committed to **[brief description of policy goal]**. TWU shall adopt University Regulations and Procedures concerning **[subject of policy]** consistent with state and federal law.

# REVIEW

[The following language is required for each Regent Policy. 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, or internal processes or procedures.

# REFERENCES

[Include any relevant legal or administrative references here. If the text of the Regent Policy references a separate Regent Policy, 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 Regent Policy. All hyperlinks should display the text of the references, not the URL. If there are no Forms and Tools, this section should read “None”.]

[Insert Hyperlinks Here or None]

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

[The Adopted Date and Revised information will be completed by University Policy.]