Keele
UNIVERSITY

NAME OF POLICY AND PROCEDURE DOCUMENT
[The name should be concise, descriptive and start with a key word]

1. INTRODUCTION
[The Keele University Accessible Writing Guide **must** *be read before drafting a policy document.]*

1.1 Purpose
[This section should:

- *Clearly and succinctly outline the rationale and context for the University having such a policy;*
- *Include any regulatory and legislative requirements for having such a policy.]*

1.2 Scope
[This section should:

- *Include an overview of the areas and/issues covered by the policy;*
- *Include who must comply with the policy;*
- *Include brief definitions and/or explanations to provide context to what the policy is for, who it applies to and when it must be applied.]*

2. POLICY

[This is the core section of the policy document and should clearly (in compliance with the Keele University Accessible Writing Guide) outline the principles and statements that form the policy. The policy should state and define what those principles, values and expectations are, rather than describe the operational detail, as this will be covered within a supporting procedure or guidance document, which will need to be clearly linked to the policy.]

3. ROLES AND RESPONSIBILITIES

[This section should include further detail about who the policy applies to, but also who (role description rather than a name) has strategic oversight of the policy, which committees review and monitor the policy, and contact information for at least one member of staff who can answer questions on the policy. For the elements of the policy that are mandatory, this section should also state how compliance will be monitored and enforced.]

4. RELATED POLICIES AND PROCEDURES

[This section should reference the relevant University policies and procedures (or other key University documents) that may need to be read in conjunction with this policy; also reference (provide links) to any relevant legislation or University governance provisions.]

[How To Write A Policy Manual](#)

Ronald A. Landskroner

How To Write A Policy Manual:

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