

(Facilities, Human Resources, etc.)
(Maintenance, Vacation Pay, etc.)

- A. List the federal, state, or TSUS laws, statutes, rules, and regulations under which this policy falls. If unknown, use this standard text: "This policy falls under the authority of applicable federal, state, and Texas State University System (TSUS) laws, statutes, rules, and regulations, including, but not limited to, the TSUS Rules & Regulations; Texas Education Code, Title 3, Higher Education; and Texas Administrative Code, Title 19, Education."
- B. Identify Lamar University (LU) administrative practices this policy covers as well as exclusions or areas the policy does not cover.

(optional)

- A. Define key terms used in this policy, especially terms critical to understanding the policy, specific to this policy, or unfamiliar to readers.

Use numbers for the next level of heading.

Use numbers for the next level of heading.

- Use bullets for the next level of heading.

- Use bullets for the next level of heading.

(this section may be renamed)

- A. List the procedures followed to implement the policy. Procedures should be complete but not overly detailed. Decide which procedures are essential for the reader to know and which can be left out.
- B. Although this section may list the steps needed to implement the policy, procedures should not be confused with instructions, desk manuals, or similarly detailed documents. Include only what is necessary.

(optional)

- A. Insert additional sections as needed. This information can often be embedded in previous sections. However, at times, this information is critical enough to require its own section. Insert a new section anywhere between the sections "Purpose and Scope" and "Review and A.

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Use this table to track the creation and revision history of the policy. All policies should have a complete Revision Log to ensure an accurate history of the policy. Format the Revision Log as follows:

1	mm/dd/yyyy	Version created.
	mm/dd/yyyy	Version approved by President.
2	mm/dd/yyyy	Here, explain revisions & changes made to policy.
	mm/dd/yyyy	Revised version approved by President.

When necessary, attach documents referenced within or in support of the policy. Attach appendices to the end of the policy. Appendices should be clearly labeled and readable.