UCONN

Compliance with Agency Policies

Title	Compliance with Agency Policies 1.05
Policy Owner	Full Faculty
Applies to	The population of individuals that must comply with the policy: faculty, staff, students, others.
Campus Applicability	The campuses that are included in the scope of this policy. For example, Storrs based, School of Law, UConn Health, etc.
Effective Date	The date the version of the policy was approved by the highest authority required. For example, if the President's Cabinet approves on 12/10/2014, and the policy did not require further approval (i.e., to the Board of Trustees), the effective date would be 12/10/2014. If the policy must be approved by the Board, the Board approval date is the effective date.
For More Information Contact	This can be an office or a position. Either is acceptable. Refrain from using an individual's name.
Contact Information	A phone number and/or email of the office or position listed above.
Official Website	Link to University website

REASON FOR POLICY
Legal or regulatory reasons as well as overall benefits of the policy.

APPLIES TO
Should clarify who the policy applies to (Faculty, Staff, Students, Others) as well as which campuses.

DEFINITIONS (IF APPLICABLE)
Define terms that are technical or not commonly understood by the general University community.

POLICY STATEMENT
A succinct statement that articulates requirements and restrictions, and establishes standards, rights and responsibilities that apply generally throughout the University. Sentences and paragraphs should be clear and understandable. Acronyms should be spelled out completely the first time the phrase is used. Use strong action words (e.g. will, must, are responsible for, etc.).

ENFORCEMENT

All University policies should include the following statement:

Violations of this policy may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, and the University of Connecticut Student Code.

PROCEDURES/FORMS
Procedures and forms should not be included within the main body of a policy. Instead, units should include links to procedural information and applicable forms at the end of the policy document.

POLICY HISTORY

Comprehensive history of each version of the policy by effective date (effective date represents when the version was approved by the highest authority required). Do not include dates when minor revisions occurred. Include who or what body of authority approved the policy version.

POLICY HISTORY
To be reviewed: Annually

Full Faculty Adopted: 2011
Full Faculty review and approval: 5/7/2018
Full Faculty review and approval: 5/8/2023