

**POLICY COVER SHEET**

**For instructions on policy creation and change, please see https://sitecore.uidaho.edu/governance/policy.**

**All policies must be reviewed, approved, and returned by the policy sponsor, with a cover sheet attached, to ui-policy@uidaho.edu.**

**Faculty Staff Handbook (FSH)**

🞏 Addition 🞏 Revision\* 🞏 Deletion\* 🞏 Emergency 🞏 Minor Amendment

Policy Number & Title:

**Administrative Procedures Manual (APM)**

🞏 Addition 🞏 Revision\* 🞏 Deletion\* 🞏 Emergency 🞏 Minor Amendment

Policy Number & Title:

\*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using “track changes.”

**Originator:**

**Policy Sponsor, if different from Originator:**

**Reviewed by General Counsel** \_\_\_Yes \_\_\_No Name & Date:

**1. Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.

**2. Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?

**3. Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.

**4. Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.