Bergen Community College Board of Trustees

Section:

Policy #:

Effective Date:

Responsible Official:

_____

[Policy Title]

_____

Policy Statement:

[This section broadly describes policy's core provisions, or requirements. This section should generally be very brief.]

Reason for Policy:

[This section should state the purpose, rationale and justification, citing any legal or regulatory reasons for this policy. This section should generally be very brief.]

Who Should Read This Policy:

[In this section, please list the broad job classifications of the individuals who should comply with the policy requirements, individuals who must understand the policy in order to do their jobs, and individuals who are affected by the policy. In many cases, it will be "all members of the Bergen Community College community." However, to assist you with this section, some other examples are listed below:

- All members of the Bergen Community College community
- All faculty and staff members
- All faculty and staff members including student employees
- Supervisors
- Faculty and staff members with managerial or supervisory responsibilities for staff or operations
- Vice presidents
- Deans, directors, chairs, and department heads
- College administrators
- Departmental administrators
- Business managers
- Administrative staff

- Financial staff
- Staff responsible for reviewing and/or approving sponsored proposal submissions
- Anyone whose travel is charged to a Bergen account
- Employees who authorize travel, make travel arrangements, process travel documents, or have signature authority on accounts
- Anyone granted access to Bergen Community College data]

Definitions:

[Define any specialized terms used in the policy. List terms alphabetically.]

The Policy:

[Insert the policy in this section. Please use a standard outline format (i.e., I.A.1.a).]

Procedure:

[Insert the policy in this section. Please use a standard outline format (i.e., I.A.1.a).]

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Related Documents/Policies:

[This section may list resources including links to related college policy documents, other related documents or contacts in addition to the one listed in the header under "Contact" from Responsible Office.
- College documents such as policies, guidelines, manuals, contracts, etc.
- Other documents such as laws, regulations, statutes, etc.
- Departmental websites where procedures are maintained
- Contact information for relevant subject matter experts]

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Policy History: (adopted/amended)

Adopted: [Date the policy was first passed by the Board of Trustees]
Amended: [Date(s) of revisions made to the policy]
Reviewed: [Date the policy was last reviewed]