**Policy Name:** TSD Policy Creation Policy

**Effective Date:** The policy will become effective as of the date of approval.

**Policy Owner:** Technology Systems Division

**Policy Number:** TSD-1008

**Related Policies:** None

**Purpose:** Ensure the creation of consistent TSD policies.

**Scope:** TSD Policy Creation Policy TSD-1008 applies to all policies written by Technology Systems Division (TSD) staff intended for departmental or university-wide audience and use.

**Policy Statement:** This policy defines the roles and responsibilities of TSD with respect to creating and managing policies used and managed by TSD.

**Definitions:**

**Responsibilities:** All TSD staff with a need to create a TSD or university-wide policy are responsible for using the TSD procedures associated with the TSD Policy Creation Policy.

**Compliance:** All persons writing policies for departmental or university-wide use shall comply with this policy. Any changes, modifications, or revisions this policy will be reviewed in light of the latest versions of the standards and guidelines upon which these key components are based.
Implementation Process: The detailed procedure for writing, approving, and maintaining TSD policies, Procedure to Create, Approve, and Maintain TSD Policies, can be found at http://xxxxxxxxxxxxxxxxxxx

Approved By: Walt Sevon, Technology Systems Division Executive Director

Approval Date: September 15, 2013

Revision History:

Supersedes (Previous Policy): N/A

Date of Review: September 30, 2013

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