MOA – 24/XX

**TITLE**

Type the title of the MOA above. If this is a new policy, please denote “Establishment of…” If this is a change to an existing policy/document, please denote “Revision of…” Be sure to include the policy/document name plus the section that is being modified.

**Western Michigan University**

**Faculty Senate**

**Memorandum of Action**

Required Headings:

**RECOMMENDATION**

Provide the recommendation: “The Sample Council recommends…”

**RATIONALE/PURPOSE**

Explain in detail, the need and purpose of this new policy/document or the revision necessary.

**RESPONSIBLE OFFICE(S) AND ENFORCEMENT OFFICIAL(S):**

What office is in charge of monitoring, enforcing, and revising this policy/document? Who within that office will be performing those functions? Include the title(s) of those responsible with a description of the individuals’ responsibilities,

**STAKEHOLDERS**

Identify University group(s) this policy/document is most likely to impact, and explain how and/or why they will be impacted.

**HISTORY**:

1. Effective date of current version:
2. Date first adopted:
3. Revision history:
4. Proposed date of next review: three years from expected approval date

Choose Only One Option Listed Below:

# CURRENT POLICY MODIFICATION (additions in bold and deletions with strikethrough):

Insert current policy language and note additions in bold and deletions with strikethrough.

**PROPOSED POLICY**

Only to be used for creation of a new policy. Note here that a new policy is being recommended but use sections below to state policy language.

**ACTION ITEM**

To be used for action items recommended without a policy. Identify any related departmental or unit guidance that accompanies this action. This guidance may further illustrate implementation practices.

Only Proposed Policy Required Headings:

**STATEMENT OF POLICY**

Provide the core rights, requirements, or limitations being established by the policy.

**POLICY LANGUAGE**

State the complete policy language.

**POLICY DETAILS**

List implementation include the name(s) and title(s) of those responsible for monitoring the policy, a description of individuals’ and their responsibilities., Include communication plans with how the policy will be communicated to the University community.

Optional Headings:

**RELATED PROCEDURES AND GUIDELINES**

Identify any related departmental or unit guidance that accompanies this policy/document. This guidance may further illustrate implementation practices.

**ACCOUNTABILITY**

Indicate any financial, disciplinary, and/or other consequences for failing to adhere to the policy/document.

**ADDITIONAL INFORMATION**

List any additional, relevant information about this policy/document that is not already addressed.

Possible Appendices:

**REFERENCES**

Cite external references that were used in developing this policy/document.

**RELATED POLICIES**

List any other University polices that are related to or affected by this policy.

**KEY DEFINITIONS/GLOSSARY**

Define key words or phrases that are not commonly known, or that are specific to the policy/document.

**FAQs**

State and answer any commonly asked questions regarding this policy/document.