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| **PROCEDURE TEMPLATE** |
|  | **NAME OF PROCEDURE**  |

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| **PROCEDURE** | **Purpose** | *A clear and succinct statement of the reason for the procedure including the name of the policy (or policies) the procedure supports.* |
| **Procedure** | *The steps and/or actions that* ***must*** *be undertaken to implement a particular policy. Not all policies will require a procedure document, while others will require more than one.* |
| *Responsible Officer or Section* | *Step 1* |
| *Responsible Officer or Section* | *Step 2* |
| *Responsible Officer or Section* | *Step 3* |
| *Responsible Officer or Section* | *Step 4 (etc.)* |

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| **Contact Officer** | *Provide the position title rather than the name of a person* |
| **Date Approved** | *Month/Day/Year* |
| **Approval Authority** | *Board, Senate, SLT, etc.* |
| **Date of Commencement** | *Month/Day/Year* |
| **Amendment Dates** | *List the dates the policy has been amended (Month/Day/Year)* |
| **Date for Next Review** | *Month/Day/Year* |
| **Related Policies, Procedures, and Guidelines** | *Name and link to related policies, procedures, and guidelines*  |