



[ENTER PROCEDURE NAME]

Final Approval Body:

Senior Administrative Position with Responsibility for Procedure:

Date Initially Approved: *Click or tap to enter a date.*

Date of Last Revision, if applicable: *Click or tap to enter a date.*

PURPOSE OF PROCEDURE

[Delete after completing this section – Provide a clear and succinct statement of the purpose of the procedure, including the name of the policy the procedure supports.]

[Type here]

PROCEDURE

[Delete after completing this section – This section should include the steps/actions that must be undertaken to implement a particular policy. Not all policies will require a procedure, while others may require more than one.

Please ensure you provide specific details on the actions related to each step of the procedure and the officer/unit responsible for each. Examples and scenarios may also be provided to enable understanding of the policy.]

Step 1 -

Responsible officer/unit -

Step 2 -

Responsible officer/unit -

Step 3 -

Responsible officer/unit -

Etc.

Related Policies, Procedures, Guidelines:

Procedures Superseded by this Procedure:

Contact:

Date for Next Review (five years from initial approval): *Click or tap to enter a date.*

Please submit your final package to the Secretariat at policies@queensu.ca.