

**[ENTER PROCEDURE NAME]**

**Final Approval Body:** Click or tap here to enter text.

**Senior Administrative Position with Responsibility for Procedure:** Click or tap here to enter text.

**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.]

Click or tap here to enter text.

**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.]

Step 1 - Click or tap here to enter text.

Responsible officer/unit - Click or tap here to enter text.

Step 2 - Click or tap here to enter text.

Responsible officer/unit - Click or tap here to enter text.

Step 3 - Click or tap here to enter text.

Responsible officer/unit - Click or tap here to enter text.

Etc.

**Related Policies, Procedures, Guidelines:** Click or tap here to enter text.

**Procedures Superseded by this Procedure:** Click or tap here to enter text.

**Responsible Officer** (senior administrator ultimately responsible)**:** Click or tap here to enter text.

**Contact:** Click or tap here to enter text.

**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 .