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| --- | --- | --- | --- |
| **Enter Procedure Name Here** | | | |
| **Parent Policy** | Name of Parent Policy Here | | |
| **Policy Sponsor** | President/Provost/Vice President | **Category** | Board/Academic/ Administrative |
| **Policy Contact** | Position responsible for operationalizing the policy | **Effective Date** | Same as Approved Date of the Parent Policy |
| **Procedure Contact** | Person responsible for operationalizing the procedures | **Review Date** | Date five years from Effective Date |

1. **Purpose**

Provide a succinct statement setting out the reason for the procedures and their intended goals for supporting the associated Parent Policy.

1. **Scope**

Provide a brief description of the extent to which the procedures apply and to what.

1. **Definitions**

|  |  |
| --- | --- |
| **Term** | Describe the meaning of the word or expression as it is used in the policy.  Avoid defining words that have a common or every day meaning.  Definitions may create a shorthand for long phrases or qualifiers that are repeated throughout the policy. |
| **Term** | Include as many terms as necessary to ensure clarity in the policy by adding rows below. |

1. **Guiding Principles**

Set out the details, steps, or documents necessary to fulfill the expected behaviours, practices, or standards listed in the Parent Policy. These include:

* Who is responsible for the management of any processes or procedures
* Specific roles and responsibilities for implementing the policy how the designated individuals will fulfill their responsibilities
* Any templates or supports that are required for implementing the policy
* Statements should be numbered 4.1, 4.2 etc. for clarity
* Diagrams, workflows and charts may be included for clarity

Statements should not include policy statements, however, the Parent Policy may be referenced as required.

1. **Applicable Legislation and Regulations**

State any relevant legislation and associated regulations the policy must comply with or references as applicable. *[To ensure accuracy, hyperlinks to any relevant legislation and associated regulations to the procedure must be added before sending to the Policy Office for review.]*

1. **Related Procedures/Documents**

List any related Procedures and templates or other supporting documents related to the policy

**History**

|  |  |
| --- | --- |
| *Date* | *Action* |
|  | Reviewed/Updated/Reformatted |
|  |  |