**Procedure Name**

|  |  |
| --- | --- |
| **Parent Policy** | Name of the Policy governing this Procedure |
| **Policy Category** | Board/Academic/Administrative |
| **Policy Sponsor** | President/Provost/VP/SLT Member |
| **Policy Contact** | Position Responsible for operationalizing policy |
| **Procedure Contact** | Position Responsible for operationalizing the procedure |
| **Date Procedure Established** | Date the Procedure first approved |
| **Most Recent Approval** | Date any revisions to procedure approved |
| **Effective Date** | Date current Procedure takes effect (likely same as most recent approval date |

**1. Purpose**

Provide a succinct statement setting out the reason for the procedure and how it will support the goals and purposes of the Parent Policy.

**2. Scope**

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

**3. Definitions**

|  |  |
| --- | --- |
| **Term** | **Definition** |
| **Term 1** | Describe the meaning of the word or expression as it is used in the policy.  Avoid defining words that have a common or everyday meaning.  Definitions may be used to create a shorthand for long phrases or qualifiers that are repeated through the policy.  Defined terms will be checked by the policy office against the master glossary to ensure defined words are used consistently across AU policy. |
| **Term 2** | Include as many terms as necessary to ensure clarity in the policy by adding rows. |
| **Term 3** |  |

1. **Procedures**

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 but explanations must be included to ensure clarity and maintain the accessibility standards expected of published documents.

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

**5. Applicable Legislation and Regulations**

List any relevant and applicable legislation and regulations that the policy must adhere and comply with.

Hyperlinks should be to the **official, in-force** versions of the legislation/regulation – do not link to Bills or draft legislation. If you need help locating these versions, contact the Policy Office. Hyperlinks must be added by the Policy Sponsor/Contact prior to sending the final version for approval to ensure correctness.

**6. Related Policy, Procedures and Documents**

List any related Procedures to this policy, related AU Policy, templates, or other supporting documents related to this policy.

**Document History**

|  |  |
| --- | --- |
| ***Date*** | ***Action*** |
|  | Reviewed, Updated, Approved, Reformatted, etc. |
|  |  |

*This section is for internal Policy Office Use*