

Appendix B Procedure Template with Instructions

Procedure Manual	
Procedure #:	Policy # + P1, P2 etc.
Related Policy Name:	<i>Policy Title</i>
Approved by:	Executive Committee
Approval Date:	<i>Date Executive Team approved</i>
Replaces Procedure Dated:	<i>Date of last procedure</i>
Policy Holder Signature:	<i>VP responsible for policy</i>
Policy Holder:	<i>Title of VP</i>
Admin. Contact(s):	<i>Title(s) (Director, Registrar, Dean etc.)</i>
Review Date:	<i>Date for next review; max. 5 years</i>

PROCEDURE TITLE

Purpose:

Mandatory section. Explain the purpose of the procedures and what they are expected to achieve in relation to the associated policy.

Definitions:

Optional section. List terms and their meanings if they are uncommon, technical in nature, or specific to the procedure.

Procedures:

Mandatory section when including a procedure. Most, but not all, policies require procedures and are not part of the body of the Policy, but will be notated within References.

*Procedures are operational and outline the specific action steps and processes required to support the implementation of the policy or to assist the operations and compliance with external requirements. It identifies roles and assigns responsibilities for the activities. They provide the **Who, How and When**.*

*Outline the specific procedures in **clear, concise, and simple language**. Start with an action verb for each step and assign responsibility. Procedures may be presented in a variety of formats depending on the topic e.g. lists, tables, flowcharts, etc.*

References:

Optional. If applicable include references to any related legislation, collective agreements, regulations, other related policies, documents and websites.

Appendices:

Optional. Any additional supporting documentation e.g. any related procedures, forms or guidelines that support the procedure.