**Procedures Title: [Name] Procedures**

Associated Policy: code and name

Procedure Holder: designated department, division, or office of the University

Executive Lead: senior administrator of the designated department, division, or office

Original Date: MONTH YEAR

Last Revised: MONTH YEAR [current revision approval date]

Next Review: MONTH YEAR

* *Do not remove/rename any field*
* *Format convention applied to the whole document:*

*Page Margins: 1.5 (top), 1,1,1.*

*Font - Open Sans 11;*

*Spacing: general text spacing – 1.15;*

*Subsections: use numbered list such as 1.1, 1.2, etc.*

*Lists: don’t use semi-colons after each item, “and” before last item, and do not end with punctuation.*

1. **Purpose and Background**

Type here.

Type here.

*At the highest level what will the procedures achieve.*

1. **Guiding Principles**

Type here.

Type here.

*This headline is suggested but drafters could add additional, different headlines in here. The purpose of this section is to set out at the highest level “what” the procedures establish.*

1. **Definitions**

* **Word:** definition.
* **Word:** definition.
* **Word:** definition.

*If there is an associated policy, please ensure the definitions are aligned.*

1. **Procedures**

Type here.

* 1. For subsections, type here
  2. For subsections, type here

1. **Exceptions to the Procedures**

Type here.

If none, type “There are no foreseen exceptions to these procedures”.

1. **Problem Solving**

Any questions arising out of the content or communication of this policy or disputes arising from a decision made as a result of applying this policy should be first reported to the Executive Lead who will endeavor to find a resolution with all stakeholders. Failing such a resolution, the matter should be reported to the University Secretariat.

[*include any other problem-solving language here*]

1. **Document History**

Include all updates here, including non-substantive changes, beginning with formal approval.

|  |  |
| --- | --- |
| *Date* (Month DD, YYYY) | *Update (*Approver: change) |
|  | Approved by |
|  |  |