

<b>Enter Procedure Name Here</b>			
<b>Parent Policy</b>	Name of Parent Policy Here		
<b>Policy Sponsor</b>	President/Provost/Vice President	<b>Category</b>	Board/Academic/Administrative
<b>Policy Contact</b>	Position responsible for operationalizing the policy	<b>Effective Date</b>	Same as Approved Date of the Parent Policy
<b>Procedure Contact</b>	Person responsible for operationalizing the procedures	<b>Review Date</b>	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.

**2. Scope**

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

**3. Definitions**

<b>Term</b>	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.
<b>Term</b>	Include as many terms as necessary to ensure clarity in the policy by adding rows below.

**4. 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.

**5. Applicable Legislation and Regulations**

State any relevant legislation and associated regulations the policy must comply with or references as applicable.

**6. Related Procedures/Documents**

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

**History**

<i>Date</i>	<i>Action</i>
	Reviewed/Updated/Reformatted