[Insert Procedure Title]

SIMON FRASER UNIVERSITY                  Date                  Number
Policy and Procedures

Date of Last              Mandated
Review/Revision:                Review:

Policy Authority: [Insert here the position title of the Policy Authority]

Parent Policy: [Insert here the number and title of the procedure’s parent policy]

A / AD / B / GP / I / R / S / T

Use the appropriate prefix that corresponds to the category of the policy under which this procedure falls within the Policy Gazette. This is a required data element. The University Secretariat will assign the appropriate number to the procedure.

Procedure Title

Is a descriptive title for the policy, which clearly and succinctly communicates the primary subject matter that is dealt with by the policy.

Section Numbering

Beginning with the first relevant data element and continuing to the last data element, number each section heading and paragraph within that section sequentially using the following format:

Level One – Section Heading: 1.0 PREAMBLE
                               2.0 PRINCIPLES
                               3.0 PURPOSE
                               4.0 Etc.

Level Two – Paragraph: 1.1, 1.2., 1.3, 1.4, etc.
Level Three – Sub-Paragraph 1.1.1, 1.2.1, 1.3.1, 1.4.1, etc.
Level Four – Sub-Sub Paragraph: a., b., c., d., etc.
Level Five – Sub-Sub-Sub Paragraph: i., ii., iii., iv., etc.
1.0 PURPOSE

1.1 Whether narrowly defined (e.g., regulation of university trade-marks) or comprehensive (e.g., sustainability), the purpose statement sets out why the procedure exists and what it is intended to achieve. This is a required data element.

2.0 DEFINITIONS

2.1 Define key terms used in the procedure, expressing their exact meaning to ensure they are correctly understood within the procedure. This is a discretionary data element.

3.0 PROCEDURE

3.1 Procedure and its related data elements (see below) are used for information that is lengthy or liable to change more frequently than the policy itself. This section describes the sequence of actions that implement the policy, with detailed step-by-step instructions. It includes any procedures named in the policy and required to carry out the policy. Procedures should state clearly and succinctly how the persons responsible are to carry out the policy decisions in order for the policy to be implemented effectively. Separate procedures can be written for each role that has distinct responsibilities under a policy. This is a required data element.

4.0 RELATED LEGAL, POLICY AUTHORITIES AND AGREEMENTS

4.1 This section identifies other legal and policy authorities related to administering this procedure that should be consulted because they are interconnected. This is a required data element if relevant.

Generally speaking, the following types of policy documents are used when policy and procedure are complicated and more detailed instruction is needed to support the effective implementation of the policy.

APPENDIX (A, B, C…AA, BB, CC…)

Information linked to a policy and procedure that includes detailed instructions describing how to apply a specific point of policy that may differ according to the circumstances (e.g., the application of fair dealing in a variety of situations) and the specific assignment of roles and responsibilities established in the policy (e.g., an advisory committee’s terms of reference); typically used for information that is lengthy or liable to change more frequently than the policy itself as a result of experience, legislative change, legal precedent or other circumstance. Standardize the labelling of Appendices using capital letters. This is a discretionary data element.

SCHEDULE (A, B, C…AA, BB, CC…)

Information linked to a policy and procedure that sets out in detail a specific point referred to in the policy or procedure (e.g., identifying organizations that do and do not fall within the scope of the policy); typically used to increase certainty and avoid misunderstanding, for information that is lengthy or liable to change more frequently than the policy itself. Standardize the labelling of Schedules using capital letters. This is a discretionary data element.
STANDARD

Information linked to a policy and procedure that provides criteria for use in situations that require the exercise of discretion and judgment (e.g. if x is the case, do y; but is x the case?). Standards supply "rules of thumb", factors to consider, etc. to support sound and consistent decision-making in the context of the policy. This is a discretionary data element.

GUIDELINE

Information linked to a policy and procedure that sets out a policy in a more general narrative discussion, typically aimed at an external audience (e.g., to provide an overview, explain its rationale or impact, indicate options and resources available to users). This is a discretionary data element.

FORMS AND TEMPLATES

Information linked to a policy and procedure. Forms provide a standardized format for collecting the same information during the course of the procedures. Templates provide a standardized format for communicating information during the course of the procedures. Templates function as "boilerplate" texts that can be adapted to particular circumstances as required (e.g., letter, agreement, report). This is a discretionary data element.