

**[ENTER PROCEDURE NAME]**

**Final Approval Body:**

**Senior Administrative Position with Responsibility for Procedure:**

**Date Initially Approved:** Click or tap to enter a date.

**Date of Last Revision, if applicable:** Click or tap to enter a date.

**PURPOSE OF PROCEDURE**

[Delete after completing this section – Provide a clear and succinct statement of the purpose of the procedure, including the name of the policy the procedure supports.]

[Type here]

**PROCEDURE**

[Delete after completing this section – This section should include the steps/actions that must be undertaken to implement a particular policy. Not all policies will require a procedure, while others may require more than one.

Please ensure you provide specific details on the actions related to each step of the procedure and the officer/unit responsible for each.]

Step 1 -

Responsible officer/unit -

Step 2 -

Responsible officer/unit -

Step 3 -

Responsible officer/unit -

Etc.

**Related Policies, Procedures, Guidelines:**

**Procedures Superseded by this Procedure:**

**Responsible Officer** (senior administrator ultimately responsible)**:**

**Contact:**

**Date for Next Review** (five years from initial approval)**:** Click or tap to enter a date.

Please submit your final package to the Secretariat at [policies@queensu.ca](mailto:policies@queensu.ca) .