

**ADMINISTRATIVE OPERATING PROCEDURE**

*Highlighted sections are completed / maintained by the President’s Office*

|  |
| --- |
| **Procedure Title:**  |
| **Procedure ID:** | OP #x-xxx |
| **Approved by Senior Management Team:** | *Original*: xxx |
| **Revision Date(s):** | xxx; xxx; xxx |
| **Effective Date:** |  |
| **Next Review Date:**  |  |
| **Monitoring Responsibility:**  | Department / Office / Position title  |
| **Linked to a College Policy:** | #x-xxx, *policy title* □ No |

**Policy Statement**

**Definitions/Acronyms**

**Operating Procedure**

1.

2.

3.

**Related Documents**

• Regulation

• Directives

• Legislation

• By-law 1-102

• College Policy #x-xxx, *Title*

• Administrative Operating Procedure OP #x-xxx, *Title*

**Appendices**

Forms that are generated by this operating procedure are listed and included with the document.

• Appendix A –

• Appendix B –

Appendices are considered to be an extension of the document – any amendments or revisions equals a revision to the procedure therefore SMT approval is required.

**Review / Revision Log** This section is maintained by the President's/Board Office

|  |  |
| --- | --- |
| **Summary of Changes** | **Date**  |
| e.g. New procedure | Created month/year |
|  |  |
| New format, separating policy from procedure | Month/year |

**Appendix A to Operating Procedure OP # x-xxx**

**Title**

Text