Fleming College
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ADMINISTRATIVE OPERATING PROCEDURE

Procedure Title	
Procedure ID:	OP #x-xxx
	<mark>If this is a new procedure, the President's/Board Office will assign the ID number</mark>
Approved by Executive Leaders Team:	
Revision Date(s):	
Effective Date:	Date of approval will be used <u>or</u> provide an alternate date, i.e. September 1, 20xx
Next Review Date:	Maximum is three years from approval date
Monitoring Responsibility:	Use the position title or the Department e.g. Registrar; Office of the VP Academic
Linked to a College Policy:	# x-xxx ☐ No

Policy Statement

If this procedure is <u>linked to a policy</u>, place that <u>policy statement</u> here.

If this is a <u>standalone procedure</u> (i.e. there is no linked policy), begin the section with
This operating procedure outlines the process for …

Definitions / Acronyms

May be similar to the policy. List and define any acronyms, abbreviations, technical words or terms <u>used in the procedure</u> in the <mark>following format:</mark>

Procedure: provides direction on how to carry out the policy; in other words, it describes the steps to follow in order to implement and adhere to the policy

Operating Procedure

List the <u>critical steps to follow</u> in order to achieve the intent of the policy. These are the department level actions that direct implementation of the policy – describes the steps, process, method, operational considerations that are required in order to implement the policy.

1.   Use everyday language that is easily understood.

2.   Keep it simple – short sentences, short paragraphs, numbering.

3.   Use one action verb per step.

4.   Be specific. If an action is mandatory, use "must" or "will"; if an action is recommended or optional, use "may". Action is always assigned.

5.   Information that will be outdated should not be used – use titles of positions, not names of persons.

Related Documents

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Appendices

Identify and list all forms generated by this operating procedure, and include with the document.

- Appendix A –
- Appendix B –

History of Amendments/Reviews: <mark>This section is maintained by the President's/Board Office</mark>

Section(s)	Date	Comments