

Policy Number: <i>(Prefix and Number. For example: ADMIN 100 – as assigned by Manager, Policy and Governance)</i>	Procedure Title: <i>(title reflects the key purpose of the procedure in as few words as possible)</i>
Supersedes Existing Policy: Yes/No	Policy Sponsor: <i>(the senior administrative officer – usually a member of CET – who is responsible for oversight and enforcement of the procedure)</i>
Associated Procedure: Yes/No	Policy Owner: <i>(title/position of the employee who is responsible for developing, implementing and monitoring the procedure)</i>
Next Review Date: Month/Year <i>(For example: December 2023)</i>	Date Last Approved by the CET: Month/Day/Year <i>(For example: December 15, 2022)</i>

1. Introduction and Purpose

Briefly state this procedure's purpose.

2. Application

Identify the stakeholders who are governed or affected by this procedure, for example, Loyalist College employees, students, contractors, etc..

3. Roles and Responsibilities (optional)

Who plays a role in ensuring that the procedure's steps are taken?

4. Procedure

4.1 What steps have to be taken and by whom?

5. Related Documents or Links

List related procedures, supporting documents, or relevant URLs. When policies are being reviewed, the related documents or links should be checked to ensure that they are still valid. *When referencing other College policies or procedures, the following format should be followed:*

- *Prefix Number Title (for example, ADMIN 100 Developing Policies and Procedures)*

6. References

List any legislation/policies or directives that have been referenced, for example:

- *Broader Public Sector Accountability Act, 2010*
- *Ontario Colleges of Applied Arts and Technology Act, 2002*