

Procedure Manual of

***Department/Program Name***

Procedure Manual number *(to be assigned by Office of Institutional Integrity and Awareness*

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| Effective Date:  Revision Date(s):  Reviewed Date(s): |

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| **ADMINISTRATIVE AUTHORITY (R\*)**  Title of Highest Level Department Authority    **RESPONSIBLE UNIVERSITY DEPARTMENT/DIVISION (R\*)**  Title of Administrative Oversight Department/Office/Program  Address, City, State  General Telephone Number  General Email |  |

This manual contains the key procedures for **[*fill in program name or department].***

This procedure manual is provided to maintain equitable and efficient operations and to reflect best practices. The goal of this manual is to have one document to reference procedures in relation to HSC policies. This manual will be updated on a regular basis.

Procedure No. 1

**Procedure Statement**

An institutional procedure is strictly operational. Procedures contain a series of consecutive action steps related to a policy that specifies how a particular policy should be carried out. Procedures may have detailed instructions, definitions, and/or forms that facilitate policy compliance.

Generally, procedures change more frequently than policy and have a separate approval process

**Reason for Procedure**

Background information explaining the need and purpose for the procedure. Reference external requirements (law, regulations) and university decisions that support why we have the procedure

**Area of Responsibility**

Lists departments, units, offices, and individual job titles for those who have responsibility for aspects of daily control and coordination of the procedure, authority to approve exceptions to the procedure (if applicable), and procedural implementation (including responsibility for any required electronic or written forms). Sets forth the scope of such department’s, unit’s, office’s, or individual’s responsibilities under the procedure, the procedural areas subject to discretionary modification (if any), and the responsibility for implementation.

**Procedure Details**

Using an approach which is customized to the subject (i.e., can be a statement in outline format of each step required, a checklist of what needs to be done, an explanation of how to complete the necessary forms or screens—including copies of the forms or screens, or an appropriate combination of techniques), provide the reader with the necessary procedural and “how to” information. Included in this section should be definitions of unique terms or terms subject to different interpretation and copies of all forms needed to complete the procedure. A transaction flow chart might also be included in this section.

**Related Policies and References**

Links to associated policies, standards, guidelines, and regulations that support the procedure statement. Standards are mandatory controls and guidelines are non-mandatory recommendations or best practices that support the procedure

**Definitions**

Include defined terms that have particular meaning or need for interpretation relative to the procedure or provide links to a central glossary.

**Online Forms**

Include links to related forms or online processes

Procedure No. 2

**Procedure Statement**

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**Reason for Procedure**

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**Procedure Details**

Using an approach which is customized to the subject (i.e., can be a statement in outline format of each step required, a checklist of what needs to be done, an explanation of how to complete the necessary forms or screens—including copies of the forms or screens, or an appropriate combination of techniques), provide the reader with the necessary procedural and “how to” information. Included in this section should be definitions of unique terms or terms subject to different interpretation and copies of all forms needed to complete the procedure. A transaction flow chart might also be included in this section.

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**Online Forms**

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Procedure No. 3

**Procedure Statement**

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**Reason for Procedure**

Background information explaining the need and purpose for the procedure. Reference external requirements (law, regulations) and university decisions that support why we have the procedure

**Area of Responsibility**

Lists departments, units, offices, and individual job titles for those who have responsibility for aspects of daily control and coordination of the procedure, authority to approve exceptions to the procedure (if applicable), and procedural implementation (including responsibility for any required electronic or written forms). Sets forth the scope of such department’s, unit’s, office’s, or individual’s responsibilities under the procedure, the procedural areas subject to discretionary modification (if any), and the responsibility for implementation.

**Procedure Details**

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**Definitions**

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**Online Forms**

Include links to related forms or online processes