

PROCEDURE

Effective Date: September 20, 2016

Approved By: Sabah Randhawa, President

Authority: [POL-U1000.10](#)

PRO-U1000.10B

DEVELOPING AND APPROVING UNIVERSITY PROCEDURES AND GUIDELINES

This procedure applies to the development of procedures and guidelines supporting University policies.

Action by:

Responsible Officer
(or designee)

University Policy Coordinator

Action:

1. **Develops** supporting procedures and guidelines and submits to Vice President (if required).
2. **Submits** final supporting procedures and guidelines to University Policy Coordinator.
3. **References** procedures and guidelines in University policies and posts on University Policy website.