

PROCEDURE

Effective Date: May 10, 2022

Approved By: President Sabah Randhawa

Authority: [POL-U1000.10 Developing, Maintaining and Cancelling University Policies](#)

PRO-U1000.10B DEVELOPING AND APPROVING UNIVERSITY PROCEDURES AND GUIDELINES

Action by: Policy Owner (or designee)

1. **Develops** supporting procedures and guidelines and **submits** to Vice President (if required).
2. **Submits** final supporting procedures and guidelines to University Policy Manager.

Action by: University Policy Manager

3. **References** procedures and guidelines in University policies and posts on University Policy website.