**PROCEDURE NAME (R\*)**

Enter name

**PROCEDURE NUMBER (O\*)**

Enter number if applicable

**INITIAL ADOPTION AND EFFECTIVE DATE (R\*)**

Enter date

**PROCEDURE APPLICABILITY (R\*)**

This procedure applies to …

**REASON FOR PROCEDURE (O\*)**

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.

**PROCEDURE STATEMENT (R\*)**

A university 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.

**RELATED INFORMATION (O\*)**

Links to associated policies, standards, guidelines, and regulations that support the procedure statement.

Guidelines are non-mandatory recommendations or best practices that support the procedure.

**STANDARDS (O\*)**

Standards are mandatory controls that support the procedure.

**DEFINITIONS (O\*)**

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

**RESPONSIBILITIES (O\*)**

List university areas (i.e. units/departments/offices/programs) responsible for carrying out the procedures. List key responsibilities assigned to the university area.

**FORMS/ONLINE PROCESSES (O\*)**

Include links to related forms or online processes.

**RESPONSIBLE AUTHORITY (R\*)**

Title of President’s Leadership Team Member or designee

**RESPONSIBLE UNIVERSITY DEPARTMENT/DIVISION (R\*)**

Title of Administrative Oversight Office/Program/Department

Address, City, State

General Telephone Number

General Email

**HISTORY (R\*)**

Revision Date(s):

Reviewed Date(s):

The University Policy and Procedure Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <http://louisville.edu/policies>.

**R\* = Required O\* = Optional**