

## **SCHEDULE “B” PROCEDURE FORMAT**

❖ The Header which shall include:

The University of Manitoba Logo.

Procedure Title – the name of the Procedure.

Parent Policy – the name of the parent Policy.

Effective Date – the date the Procedures came into force and effect.

Revised Date – the date the Procedures were last reviewed and/or revised.

Review Date – the date the parent Policy is due for review.

Approving Body – the person or University body under whose jurisdiction the Procedures were approved.

Authority - the legislative or statutory authority, if any, upon which the document is based.

Responsible Executive Officer – the President, Vice President, or any other unit head, who sponsors a Governing Document Proposal that falls under his/her jurisdiction. Depending on the scope of the subject matter, a Governing Document may have more than one Responsible Executive Officer. Upon approval, the Responsible Executive Officer, or his/her delegate, will be responsible for the implementation, communication and review of the Governing Document.

Delegate – the individual or unit to whom the Responsible Executive Officer has delegated his/her obligations relating to the implementation, communication and review of a Governing Document.

Contact – the individual or unit responsible for answering general questions concerning the Governing Document.

Application – to whom the Procedures applies.

- ❖ Part I Reason for Procedure – this section sets forth why the Procedures exists.
- ❖ Part II Procedural Content – this section includes numerous headings and sets forth the Procedures to be followed.
- ❖ Part III Accountability – this section describes who is responsible for the administration and interpretation of the Procedures.

- ❖ Part IV: Review – this section sets out the Procedure by which Governing Document reviews are to be carried out.
- ❖ Part V: Effect on Previous Statements – this section clarifies what previous decisions, if any, are superseded by the approval of the Procedures.
- ❖ Part VI: Cross References – this section provides a link to other relevant Governing Documents, Secondary Documents or legislation.