



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

[Title of Procedure]

Procedure Number [XX-XXX]

Commonwealth University of Pennsylvania

Responsible Office: [Division or Operational Unit Office]

Approved: [Date of Approval and Name/Title of VP, or "Pending Approval" if a Draft]

Revised [Date of Revision or "N/A"]

1. Procedure Purpose

[Describe the reasoning behind the procedure and outline the implementation of the associated policy objectives. This brief summary, condensed to a few sentences, ensures that individuals, including those without specialized knowledge, can easily understand the document's purpose and scope.]

2. Procedure

[Provide a comprehensive description of the steps within a process. It should not include background or explanatory information.]

3. Procedure Definitions

[Define unfamiliar or technical terms, along with terms carrying special meaning. The definitions of these terms contributes to the reader's comprehension of the Procedure. Defined terms should be listed in alphabetical order.]

4. Responsibilities

[Identify the roles and their respective duties necessary for managing and adhering to the Procedure. Specify responsibilities for initiating, carrying out, ensuring compliance, monitoring, and educating individuals about the Procedure. Focus on outlining requirements, not suggestions, and emphasize the "what" rather than the "how" of each responsibility.]

5. Related Information

[List specific information needed to understand and effectively execute the Procedure, which may be internal or external to the University. Laws and regulations should not be listed unless the Office of the President or University Legal Counsel has recommended they be listed].

- 5.1. **Related Policies:** {List specific policies by policy title, or “N/A” if none.}
- 5.2. **Related Procedures:** [List specific SOPs by SOP title, or “N/A” if none.]
- 5.3. **Related Forms:** [List related forms, or “N/A” if none.]
- 5.4. **Frequently Asked Questions:** [List FAQs that assist the user to better understand the Procedure and provide answers to the most common questions, or “N/A” if none.]
- 5.5. **Other Related Information:** [List other related information by title and source. Examples include may include PASSHE or BOG policies, laws/regulations, or accreditation erquirements; “N/A” if none.]

6. Responsible Office and Contact

[List the Responsible office and contact information as follows:]

- 6.1. **Responsible Office:** [The division or office responsible for the Procedure content and administration (defined on page one of this template)]
- 6.2. **Procedure Approved by:** [The position that approves the Procedure (defined on page one of this template)]
- 6.3. **Contact Information:** [The position title and/or the operating unit or department that are subject matter expert(s) and can answer most questions, or direct individuals to other resources, as appropriate (do not use employees names here).]
- 6.4. **Email:** [List organizational email box rather than individual email, if possible.]
- 6.5. **Telephone:** [Full number (e.g., XXX-XXX-XXXX)]

7. Procedure History

[List the record of changes by date for the specified procedure as follows:]

- 7.1. **Procedure History:** [The oldest known approval date of the Procedure or the date it was initially issued if it is a new Procedure.]
- 7.2. **Procedure Update/Review Summary:** [A brief explanation of changes made during the Procedure update/review. Examples include: No changes, Updated Procedure to comply with a policy change, “N/A” for a new Procedure.]