

**Administrative Procedures**

**AP\_X.XX\_X.X [Title]**

**ARP X.XX [ARP TITLE]**

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### Administrative Procedures Template

*Policy proposals must be accompanied by a draft of the administrative procedures* *necessary for a comprehensive understanding of the intent and application of the proposed policy action. Administrative procedures provide the series of steps or specific actions and timing to be followed as a repetitive and consistent approach for implementation of and compliance with policy. Department policies and administrative procedures* ***must not violate nor be inconsistent with any provision of the RPM or the ARP and must align and follow the intent*** *of university policies, laws or regulations.*

**The following template provides the list of details you *must* include when developing new or revising existing Administrative Procedures:**

**Administrative Procedures Number: AP\_ ARP #\_Number (period and Alpha for each update)**

**Example: AP\_1.10\_1**

**Revision/Amendment: AP\_1.10\_1.A**

***If multiple AP accompany an ARP, then the sequencing increases at the Number i.e. AP\_1.10\_2***

**Effective Date of Current Version: DATE**

1. policy number and title

Policy Number: Click or tap here to enter text.

Title: Click or tap here to enter text.

2. describe goal thE procedure should achieve

Click or tap here to enter text.

3. list the required steps

STEP 1:

STEP 2:

STEP 3:

4. Provide SIMPLE FLOWCHART ILLUSTRATing 3. STEPS

1. IDENTIFY FREQUENCY FOR REVIEW (OPTIMAL TIMEFRAME)

YEARS:

MONTHS:

1. posItion authorized to make changes

List the position and individual currently in the position who has approval authority for AP revision

1. medium to announce INITIAL And subsequent editions of this Ap

List the medium(s)

1. primary and additional contacts

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Individual First and Last Name** | **Phone** | **Email** |
| **Primary Contact** | **Name** | **Phone** | **Email** |
| Contact | Name | Phone | Email |
| Contact | Name | Phone | Email |

1. OTHER DETAILS FOR CONSIDERATION

The following is a list of details that may need to be included in Administrative Procedures. This is not an exhaustive list and is not meant to be prescriptive:

1. List of individuals, committees, offices, etc. that will be involved in implementing and overseeing the use of this policy.
	* + - 1. Are they elected or defacto responsible due to their position?
				2. If there is a committee involved, is that committee governed by this policy or another? If governed by this policy, consider:
* Leadership and leadership succession
* Rotational membership
* Voting/approval levels
1. Roles & Responsibilities for the different individual positions involved.
2. People: Who are the individual positions, committees, offices, etc. that will be involved in implementing and overseeing the use of this policy?
3. The following may need to be articulated in this Administrative Procedures:
* Internal control considerations
* Approval levels
* Appeals processes
1. Timeline: What will get done when? Are there different seasons for the policy?

1. Are there decision levels in the policy that can or may be appealed? What is the appeals process?
2. Does the policy require a communication plan that defines what roles know what and when?
3. Does the policy require forms? Draft and submit forms as part of this AP.
4. ADMINISTRATIVE PROCEDURES DEEMED NOT NEEDED

**If Administrative Procedures are deemed not needed, provide rationale describing why not needed.**