Administrative Procedure Chapter <Number>, <Title>

Administrative Procedure <AP plus Number>, <Title>

Effective Date: <Month and Year>

Prior Dates Amended: <Month and Year>; <Month and Year>; <Month and Year>

Responsible Office:

Governing Board and/or Executive Policy: <Regent Policy Chapter number>, <Regent Policy number (RP #)>, <Executive Policy Chapter number>, <Executive Policy number (EP #)>

Review Date: <Cite Proposed 3-Year Review Cycle Review Month and Year>

**I. Purpose**

<Note: Administrative Procedures describe how a policy is to be implemented. The action steps included should clearly and accurately describe the mandated process and responsibilities for accomplishing tasks governed as set forth in an applicable policy with additional details, as may be necessary, described in an appended more detailed instruction manual. Procedures are the required process for the specific situation. Additionally, guidelines may be provided to inform the user in discretionary situations. Guidelines provide suggested methods for accomplishing tasks governed by the policy, but are not mandatory procedures. >

A brief description that describes the purpose of the Systemwide Administrative Procedure in one paragraph of approximately 3-5 sentences with a target of approximately 250 words. The purpose statement may inform the reader why this procedure was issued.

**II. Definitions**

* When the subject matter requires a precise understanding of terms, include them here in alphabetic order. Cited definitions are to be (1) consistent with and (2) included in the master dictionary of definitions cited in all policies and are to be maintained as an appendix to the compendium of policies and procedures.
* When a term has more limited use, it can be defined in the body of the statement and the Definitions section may be omitted.
* Only terms used that need to be defined should be included/cited in the definitions.
* If there are no administrative procedure specific definitions, include in the Definitions section the statement, “No policy specific or unique definitions apply.”

**III. Administrative Procedure**

* Use Administrative Procedure template
* Use plain language and an active voice
* Use concise statements
* Use logical organization and informative headings
* Use lists and tables
* Use “shall” for an obligation, “shall not” for a prohibition, “may” for a discretionary action, and “should” for a recommendation
* Wording: be succinct and to the point; avoid jargon and legalese; avoid abbreviations; use pronouns
* Administrative Procedures describe how a Board and/or Executive policy is to be implemented
* Action steps included should clearly and accurately describe the mandated process and responsibilities for accomplishing tasks as set forth in an applicable policy
* Additional details, as may be necessary, may be described in an appended, more detailed instruction manual or flowchart
* Procedures are the required process for the specific situation
* Guidelines may be provided to inform the user in discretionary situations with such guidelines suggesting methods for accomplishing tasks governed by the policy, but are not mandatory procedures
* The procedures should be organized for ease of use
* Roles and responsibilities may provide lists of tasks that must be completed by an individual or unit
* Format (Arial 12 Point Font):

1. **Purpose**
2. **Definitions**
3. **Administrative Procedure**
4. **Delegation of Authority**
5. **Contact Information**
6. **References**
7. **Exhibits and Appendixes**

**Note: All seven sections are to be included in each administrative procedure with either content or notations, e.g., see Definitions, Delegation of Authority, and Exhibit and Appendixes section notations, as appropriate.**

**IV. Delegation of Authority**

* As embodied in the Administrative Procedure, cite the specific decision-making authority, if any, and to whom (administrators’ or staffs’ position titles) authority is being delegated by the Office/Executive responsible for promulgating the administrative procedure. Delegated authority reflected in the Administrative Procedures is to be consistent with and within the parameters of delegated authority reflected in the governing Board and Executive Policies.
* If there is no administrative procedure specific delegation of authority, include the statement, “There is no administrative-procedure-specific delegation of authority.”

**V. Contact Information**

<Cite the office name and contact telephone number, email address, or Web address for use by individuals in need assistance or additional information.>

**VI. References**

* Link to superseded procedures: <Cite Link Address>
* List sources which may relate to or impact on the policy, e.g., federal and state laws, rules and/or regulations.
* List associated executive policies and administrative procedures
* When available, cite electronic “links”

**VII. Exhibits and Appendixes**

* Copies of documents associated with the procedure, e.g., forms and/or cite electronic links when available
* If there are no exhibits, forms or appendixes, indicate “None”

**Approved:**

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<Name of Approving Authority> <Date>

<Title of Approving Authority>