East Stroudsburg University of Pennsylvania
Procedure Template
Process Guide

Title of Procedure:

Policy Number: *   **Review Date:**
Effective Date: **Division:**
Responsible Office:

_____

A. **Summary:** Identify the purpose of the procedures. The summary would be almost identical to the summary for the Policy, however you would indicate that these are the procedures associated with Policy "AA-2011-001 …………………."

B. **Process:** List the procedures, step by step.

C. **Forms:** List all Forms and Documents that will be linked to this policy. Electronic copies of forms and documents referenced in the Policy must be sent with the templates either in pdf or word format.
IMPORTANT: Do not list hyperlinks on templates. Hyperlinks to attachments are required to be shared between the Web Steward and the Policy Development Specialist *AFTER FINAL revisions are approved and before they are entered into the Content Management System.*

D. **Related Procedures:** List all related procedures, even those that have not yet been adopted by the Council of Trustees. They will be linked at a future date when adopted.
IMPORTANT: Do not list hyperlinks on templates. Hyperlinks to attachments are required to be shared between the Web Steward and the Policy Development Specialist *AFTER FINAL revisions are approved and before they are entered into the Content Management System.*

E. **Other Related Information:** Indicate any information that is not procedural, however is important to Policy process, such as guidelines followed by federal law.

F. **Contacts:** List Contacts relative to Procedures, can be both University and external contacts. Note: when supplying external contact information, please verify all information is current.

G. **Keywords:** Identify keywords that are used as "Search" tools within the Content Management System.

* Web Steward must link Policy to Procedure.

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