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|  | **(Title) Procedures (template)** | |
| **Responsible Administrative Unit:**  (Administration & Operation, Student Life, HR, FM, etc.) | **Procedure Contact:**  Title, unit [\*@mines.edu](mailto:*@mines.edu) |

User Information Notes**:**

* ***Guidance*** is available from the Compliance & Policy office for development or updating of procedures. Contact us by email at [compliance@mines.edu](mailto:compliance@mines.edu).
* ***Formatting Requirements*** are available at end of this template

**1.0 PROCEDURE PURPOSE**

Goal: Short, single paragraph stating the background and/or purpose of the procedures. This is not long or descriptive; rather it is just a reference for context. If procedures directly relate to a policy, mention the name of policy and link (if applicable).

Examples:

* *The Colorado School of Mines (“Mines”) is committed to providing a safe learning, working and living environment for its students, faculty, staff and visitors. As part of this commitment, Mines has established the following procedures to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*
* *The procedures listed in this document are directly related to \_\_\_\_\_\_\_\_\_ policy, which can be located at <insert specific URL>*

**2.0 PROCEDURES**

Goal: Procedures are subject to change by the responsible unit to remain current with policy and compliance requirements.

Example: Titles for each item helps the reader identify the parts and flow.

**2.1 Title.** [Use organized, logical flow for procedures the user must follow]

**2.2 Title.**

**2.3 Title.**

* using numbered lists or bullet points to identify a grouping is easier to read and absorb

**2.4** **Title**

3.4.1 Use numbering to define ordered procedures; it is helpful to the reader.

**3.0 HISTORY AND REVIEW CYCLE**

The procedures within this document will be reviewed at least (annually, every 2 years), or as needed by the Responsible Administrative Unit.

Issued: (Month, day,), 20\_\_.

Updated/Amended \_\_\_\_\_\_\_\_\_\_ (links review only\_\_\_\_\_or other explanation of amendment/change/addition)

Formatting Requirements

* **Headers:**
  + **For administrative polices & procedures, use the header format shown above.**
* **Footers:**
  + **Format is the same regardless of procedure type.**
  + **Use a footer beginning on the second page of the policy with page numbering and Mines’ branding in footer. See page 2 of this template.**
* **Font must be Arial12 pt.**
* **All margins must be 1 inch.**
* **Web accessibility standards apply to procedures posted on the Mines’ website. Contact the Compliance & Policy office for more information on making procedures and policies accessible for everyone.**

# Drafting Notes:

* Use “Mines” as the short form for Colorado School of Mines.
* Exclude the year a law, regulation, or authority is enacted or adopted if you provide a direct reference. (e.g., C.R.S. §23-41-104)
* Avoid jargon or acronyms unless it is required.
* Use active voice, rather than passive voice. Here is information about using active voice: [Purdue Writing website examples](https://owl.english.purdue.edu/owl/owlprint/539/)
* Be succinct and avoid duplicating concepts.
* Use “must” not “shall” for requirements; use “should” or “may” to reflect choice.
* Avoid legal jargon. Plain language is more useful for the user/reader.
* Avoid long prepositional phrases (e.g. instead of “on behalf of” use “for”)
* Identify applicable Mines’ departments/units/populations if needed (e.g., EHS, ORA, vendors, Deans, Department Head Director, Faculty, employees).
* Use “employee” instead of “faculty and staff”; student-employee may be separately identified.
* Spell and Grammar Check with Readability level are your friends.

Resources: The Compliance & Policy office is available to assist with development of new or updating existing procedures/policies.