



WAKE FOREST UNIVERSITY

PROCEDURE TITLE

REASON FOR PROCEDURE

(Identify the policy this procedure supports and when this procedure should be used.)

PROCEDURES

(The full procedure content should be explained in this section. Procedure content should be written in an accessible way that any member of the campus community would easily follow. Incorporate subheadings to distinguish important elements of the policy and/or procedures. Consider including a Table of Contents with hyperlinks to the related text. References to any university contracts should be included in this content.)

POINTS OF CONTACT

(List who to contact for questions or clarification. Reference departmental phone number and email address. The role of the contact may need to be explained, if not apparent. Contacts might include: the responsible official, the person responsible for compliance and/or exception approvals, a person who processes forms or other requests. Any general inquiry line (telephone and/or email) should be included.)

WFU Point of Contact	Email Address & Phone	Role of Contact

COMMUNICATION AND TRAINING PLAN

(The procedure should state how those within the scope of the governing policy will be informed about and trained on the governing policy and this related procedure.)

DEFINITIONS

(Please note: It is preferred that any definitions be defined within the procedure itself and not reserved for this definitions section. This section is provided for use when definitions are required to be listed in a separate section. Please delete this section if you were able to define terms within the procedures.)

PROCEDURE INFORMATION

Roles and Responsibilities. The Responsible Official for this procedure and related policy is [[[Responsible Official's Name and title]]] This procedure and related policy will be reviewed every [[[review period here (e.g. every 2 years)]]], by the [[[area that will be responsible for this policy]]].

RELATED DOCUMENTS

(Provide links to any related policies, procedures, or forms.)

PROCEDURE HISTORY

- Approved by [[[Responsible Official etc.]]], [[[dd/mm/yyyy]]]