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Policy Name:  
Douglas College Standard  
Operating ProceduciO167

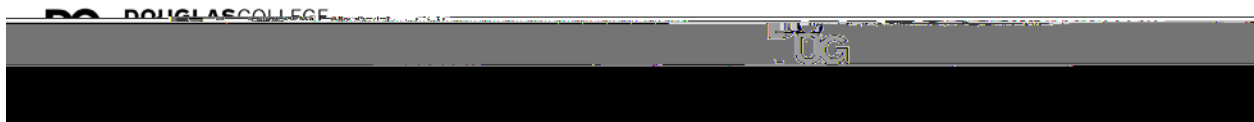
- C. DEFINITIONS
- D. POLICY STATEMENTS
  - ROLES AND RESPONSIBILITIES
- E. PROCEDURES
- F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES
- G. RELATED ACTS AND REGULATIONS
- H. RELATED COLLECTIVE AGREEMENTS

A. PURPOSE

This Framework guides the development, approval, communication and maintenance of Standard Operating Procedures (SOP) at Douglas College (the College). Clearly written procedures are an essential means of quality control in the execution of administrative and operational processes with impact across College Divisions, Faculties, departments or other units, and must be developed and approved.

C. DEFINITIONS

College Community: All College Employees, students and Board members, and any other person who is contractually obligated to comply with College policy; for the purposes of this Framework, includes the Douglas Students' Union.



Employee: A person who is employed by the College including administrators, faculty members, staff and contractors, and students when employed by the College (e.g., as student assistants or





See [Standard Operating Procedures](#) (for internal users)

- How to Develop a Standard Operating Procedure (SOP)
- Revision Process for Standard Operating Procedures
- SOP Submission Process (SOP Chair and SOP Subcommittee)

#### F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

##### [Administration Policies](#)

- Douglas College Policy Framework
- Records and Information Management

#### G. RELATED ACTS AND REGULATIONS

N/A

#### H. RELATED COLLECTIVE AGREEMENTS

N/A