

**STANDARD/INTERNAL OPERATING PROCEDURE**

|  |  |
| --- | --- |
| **Division/Department:**  | **SOP/IOP No.:** (**e.g. ABC Division 2024-01**) (Division/Department, Year and Numerical Order) |
| **Effective Date:**  | **Revision(s):**   |
| **Subject:**  |
| **Authority:**  |
| **Applicability** |  |
| **Signature of Approving Authority** |  |
| **Related References** |  |

1. **Procedural Statement and Purpose** (a brief statement that explains how to and purpose of the policy)
	1.
2.
3. **Definitions** (should be provided for clarification of terms used in the Policy)
4. **Procedures/Approvals/Responsibilities** (identifying discrete elements that are to be followed in order to implement the Policy)

**(See page 2 for instructions to complete this form)**

**Instructions:**

* All SOPs/IOPs shall be in the format of this template.
* A numbering system that identifies the responsible division/department (utilizing acronyms), the year, and the sequential number based on the number of SOPs/IOPs adopted.
* **SOP/IOP Name.** The title or designation given to a specific policy that reflects the key issue, objective or area covered by the policy.
* **Effective date.** The date the policy is executed by the Dean/Director and should be reflected in the following format: “01/02/2023.”
* **Revision dates.** Revisions to an existing SOP/IOP will replace the previous version and the revision date will be reflected in the SOP/IOP.
* **Authority.** Any new SOP/IOP must cite the authority (state and federal laws, BOG and FAMU regulations, other governing authority) for the adoption of the SOP/IOP. If there are any reservations about the authority to adopt a SOP/IOP, please contact the Office of University Policy.
* **Applicability.** Identify the personnel, department, division, and/or unit who must comply with the policy.
* Font type is Cambria Math and font size shall not be smaller than 10.5.
* Use full justification.
* All SOPs/IOPs must be reviewed pursuant to the Policy on Policy UP-01-01.
* Remove instructions after adding information to SOP/IOP.
* A link to Internal/Standard Operating Procedures must be included on the Unit’s website.