

STANDARD OPERATING PROCEDURE

Enter SOP Title:

SOP Number		Version	
Effective Date		Review Date	
Responsible Department		Classification	

1. Purpose

Provide a concise statement explaining why this SOP exists, the objective it is intended to accomplish, and the process or activity it standardizes.

2. Scope

Describe who and what this SOP applies to, including applicable employees, students, offices, locations, programs, systems, or activities.

Applies to: ☐ Faculty ☐ Staff ☐ Students ☐ Administrators ☐ Contractors/Vendors ☐ Other:

3. Definitions and Acronyms

Define specialized terminology, abbreviations, acronyms, systems, or roles necessary to understand the SOP. If none, state **Not Applicable**. To add another entry, place the cursor in the final table cell and press the **Tab** key.

Term / Acronym	Definition

4. Relevant Departments and Responsibilities

Identify all departments, offices, positions, committees, or organizational units responsible for performing, supervising, approving, or monitoring activities described in this SOP. To add another entry, place the cursor in the final table cell and press the **Tab** key.

Department/Position	Responsibilities

Department/Position	Responsibilities

5. Standard Operating Procedure

Document the procedure in sufficient detail that an appropriately trained individual can consistently perform the process.

Procedure guidance: identify responsible parties, required documentation, deadlines or timeframes, approvals, system actions, and decision points when applicable.

6. Exceptions and Escalation

Describe situations where the standard procedure may not apply and identify who has authority to approve an exception.

Exceptions may be approved by

Escalation contact / position

7. Required Forms, Systems, and Resources

List documents, forms, software systems, equipment, websites, or other resources required to carry out the procedure. If none, state **Not Applicable**. To add another entry, place the cursor in the final table cell and press the **Tab** key.

Resource	Location / Link	Responsible Office

8. Related Policies and Procedures

List university policies, other SOPs, handbooks, contracts, or governing documents associated with this procedure. If none, state **Not Applicable**. To add another entry, place the cursor in the final table cell and press the **Tab** key.

Document	Policy / SOP Number	Location

9. Legal, Regulatory, and Accreditation References

List applicable federal or state requirements, accreditation standards, governing board requirements, or other external authorities. If none, state **Not Applicable**.

10. Training and Communication Requirements

Training Required: ☐ Yes ☐ No

Responsible for Training

Training Frequency

11. SOP Development and Contributors

Document individuals who provided subject-matter expertise, participated in interviews, reviewed existing practices, or otherwise contributed to development of the SOP. To add another entry, place the cursor in the final table cell and press the **Tab** key.

Name	Title	Department	Contribution / Role

12. Review and Revision History

To add another entry, place the cursor in the final table cell and press the **Tab** key.

Version	Date	Description of Change	Revised By

13. Context & Supporting Notes

Use this section to capture additional context that may assist readers in understanding the procedure, its development, or the reasoning behind particular decisions. Examples may include meeting minutes, summaries of discussions, historical information, stakeholder input, or other relevant background materials. If none, state **Not Applicable**. To add another entry, place the cursor in the final table cell and press the **Tab** key.

Resource	Location / Link

14. Approval and Authorization

By signing below, the individuals listed acknowledge that they have reviewed this Standard Operating Procedure and approve its implementation within their respective areas of responsibility.

Approval Role	Signature	Date
SOP Facilitator		
Department Head		
Cabinet-Level Supervisor		
President		

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