

**Procedure Title**

**DCU Staff Guide to ………**

***Points to Note***

***1)*** ***Procedures Templates***

*There are two Procedures Templates available for use by DCU units as follows:*

*a) Ordinary (this template)*

*b) Tabular (the other template)*

*Both templates are identical in terms of content with the exception of the following:*

*• Ordinary template incorporates a ‘Cover Page’: the tabular one does not;*

*• Tabular template incorporates a ‘Header Panel’ at the top of each page (see example above) with details of the procedure: the ordinary version does not.*

***2) Keep ‘Procedures’ & ‘Policies’ separate***

*Do not place ‘Procedures’ within a University ‘Policy’ as the related policy, if appropriate, can be referenced in the ‘Related Documentation’ section of this template (see below). Policies are intended to be standalone documents.*

***3) Text in Italics***

*Italicized instructions shown in this template are for guidance purposes only and are to be deleted when the procedure is finalised.*

***4) Font Settings***

*The recommended font to use for Section Headings is ‘Arial’ with a font size of ‘16’. For text within sections is ‘Arial’ with a font size of ‘12’. For ease of use, and where appropriate, the initial text in each section has been suggested but you may amend or delete the text as appropriate.*

***5) Text Justification***

*The text within a procedure should be set to ‘Fully Justified.’*

***6) Sections***

*This template is designed to assist DCU staff in arranging the layout of a formal university procedure. All of the sections are therefore optional as it is recognized that the nature of what a procedure will address varies widely from case to case. The initial sentence in each section has been provided as a guide but it can be amended, as necessary.*

***6) Publish in PDF***

*When complete / finalised the procedure should be published in PDF format only and not in Word format.*

Table of Contents

**(Optional)**

*Where a procedure is intended to be of 3-4 pages in length then a separate table of contents at the beginning is unlikely to be needed. Where it is greater than 3-4 pages in length a separate table of contents may be appropriate.*

*When inserting a table use the inbuilt Word tool (e.g. select ‘References / Table of Contents / Automatic Table 2’). An example of a table of contents, for the purposes of this template, is set out below.*

Table of Contents

[Table of Contents 1](#_Toc190095275)

[Introduction 2](#_Toc190095276)

[Purpose 2](#_Toc190095277)

[Scope 2](#_Toc190095278)

[Procedure 2](#_Toc190095279)

[Records 3](#_Toc190095280)

[Roles & Responsibilities 3](#_Toc190095281)

[Definitions 3](#_Toc190095282)

[Related Documentation 4](#_Toc190095283)

[Contact 4](#_Toc190095284)

[Procedure Review 5](#_Toc190095285)

[Version Control 5](#_Toc190095286)

[Revision History 6](#_Toc190095287)

[Training Acknowledgment 6](#_Toc190095288)

Introduction

The ……..

*This section may be used to further expand upon the context of, or on any issues related to, the procedure.*

Purpose

The purpose of this procedure is to……

*This section will provide the reason or rationale for the procedure i.e. why it exists. It may also refer to any legal, regulatory, or other requirements (e.g. in support of a separate DCU Policy) that the procedure strives to meet and/or the possible impact if the procedure is not followed.*

Scope

This procedure applies to all staff…….

*This section will state the unit(s) within the University to which the procedure applies. In practice, procedures tend to apply only to a single unit (e.g. Registry, DCU People, Finance) but there can be exceptions.*

*Thought must be given to setting out the desired scope of a procedure in an accurate and clear manner. You may need to consult with relevant stakeholders to ensure that all parties are included, or in some cases, that certain parties are excluded, from the scope of the procedure.*

***Note:*** *If ‘Scope’ has already been defined in the related policy for the procedure then a separate ‘Scope’ section must not be included in the procedure document (i.e. it can be excluded). If the procedure is a standalone document, then a scope section should be included.*

Procedure

The procedural steps to be applied are……

1. **Step 1**

The Administrator will….

1. **Step 2**

The Administrator will…

1. **Step 3**

The Administrator will….

1. **Step 4**

The Administrator will….

*This section will state the procedural steps to be applied. It should be a clear statement covering the entire procedure from beginning to end. The procedures should be concise, definite and without ambiguity. Ideally, a Step 1, Step 2, etc. approach to the layout of procedures is recommended but it is not mandatory. Authors need to ensure that whatever approach to the layout is used that it will make sense to a reader.*

Records

In order to demonstrate compliance with this procedure the following records will be maintained, kept up to date and secure.

| **Record** | **Location** | **Purpose / Reason for Recording** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*This section will list the records (i.e. manual and/or digital) to be maintained, and their location, in order to support and evidence the procedure.*

Roles & Responsibilities

The roles and responsibilities of the unit/management/staff/others engaging with this procedure are set out in the table below.

| **Unit / Management / Staff Title** | **Role / Responsibility** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

*This section may be used to outline the various roles and responsibilities of all the individuals involved in implementing a procedure. Only formal University titles or positions should be provided.*

***Note:*** *If ‘Roles & Responsibilities’ has already been defined in the related policy for the procedure then a separate ‘Roles & Responsibilities’ section must not be included in the procedure document (i.e. it can be excluded). If the procedure is a standalone document, then it should be included.*

Definitions

The intended definitions for key words and/or phrases referred to in this procedure are as set out in the table below.

|  |  |
| --- | --- |
| **Key word or phrase # 1** | A ….. |
| **Key word or phrase # 2** | A …. |

*This section may be used to define the meaning of key words or phrases used in the procedure that may not be familiar to, or might be misunderstood by, a reader. Consideration should be given to the target audience for the procedure and the likelihood that they will understand technical or unit specific words or phrases. It will add to the clarity of a procedure if key words and phrases are set out using a table like the one above. Additional rows can be added to the table by placing the cursor within the table, right click, select Insert, select ‘Insert Row Below.’*

Related Documentation

The additional references and guidance to be used in understanding and/or applying this procedure are listed in the table below.

| **Document Title or Source** | **Relevance to Procedure** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

*This section will be used to list any related guidance material that will assist the reader in understanding or implementing the procedure. For example, a procedure’s related documentation could be a related piece of legislation, policy, guidelines, forms, or an internal / external website.*

*If considered appropriate the tabular layout demonstrated above can be used in this section to arrange the additional material related to the procedure.*

*Where considered appropriate the creation of a hyperlink within the procedure’s text to the specific Unit’s home web page where the guidance is located is preferable over a direct link to the URL of the guidance itself because hyperlinks tend to break down over time. Where hyperlinks are used, they should be in short form e.g. ‘Guide on…’ as opposed to the full URL (see example below for ‘Policy Toolkits’).*

*Where possible, the additional guidance material should be provided on the same Unit web page as where the reference / link to the final procedure will be located. Examples of two alternative web page formats are as follows:*

* [*Policy Toolkits*](https://www.dcu.ie/people/remote-working-policy) *as adopted by DCU People*
* [*Accordion Layout*](https://www.dcu.ie/ocoo/child-protection-unit) *as adopted by the Child Protection Unit.*

Contact

Any queries or questions regarding this procedure should be directed to……

*This section will be used to state the contact details for the University Unit associated with the implementation of the procedure. Alternatively, the title or position (but not the name) of a staff member may be provided.*

Procedure Review

This procedure will be reviewed and kept regularly updated as required.

*This section will be used to state how often the procedure is to be reviewed. It is recommended to state ‘This procedure will be reviewed as and when changes are required’ rather than state a definite number of years hence.*

Version Control

|  |  |  |  |
| --- | --- | --- | --- |
| **Procedure Name** | Procedure Template | |  |
| **Unit Owner** | Office of the Chief Operations Officer | |
| **Version Reference** | **Version 2.0** | **Reviewed Version – N/a** |
| **Approved by** | Risk & Compliance Officer | N/a |
| **Effective Date** | February 10th 2025 | N/a |

*All procedures should have a version control panel like the one used above. It will state the following:*

1. *Procedure’s Name*
2. *Unit Owner – the name of the DCU Unit that owns, promotes, and manages the procedure.*
3. *Version Reference – (select from (i) or (ii) below as appropriate).*
   1. *Original Version - all procedures should have a designated reference. References begin at ‘Original Version 1.0’ and proceed to ‘Original Version 2.0’ to ‘3.0’ and so on in sequential order. A sequential whole number will be allocated to a procedure where it has undergone a fundamental change from the previous version.*
   2. *Reviewed Version – all procedures should be periodically reviewed. Where the review has been completed, and only minor (non-fundamental) changes are made, then the procedure will be designated as ‘Reviewed Version 1.1,’ or ‘1.2’ or ‘1.3’ and so on.*
4. *Approved by – the name of the University Office Holder, Committee or level of Management that approved the procedure (for both the original version and, if appropriate, the reviewed version).*
5. *Effective Date – the date on which the procedure was approved.*

*A Version Control panel may be created by copying & pasting the example above and tailoring it accordingly.*

Revision History

| **Revision No.** | **Date of Revision** | **Purpose of Revision** |
| --- | --- | --- |
| Version 1.0 | October 20th 2015 | Original version of template |
| Version 2.0 | February 10th 2025 | Template updated to align with H&S Office Procedures Template and with the current standards for published material on the DCU website |
|  |  |  |
|  |  |  |
|  |  |  |

*The inclusion of a Revision History panel, like the one above, within the procedure is recommended in order to track what, how & when changes were made.*

Training Acknowledgment

*I confirm that I have read, and understood the standard operating procedure, and I understand that as an employee, it is my responsibility to work in accordance with the procedure.*

*If I have questions about the procedure, I understand it is my responsibility to seek clarification from my supervisor.*

| **Printed Name** | **DCU School or Unit** | **Signature** | **Date** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

*The purpose of the above table is to ensure that all staff charged with implementing a procedure understand and accept their responsibilities. Ideally, a copy of the signed procedure should be held on file or scanned by the staff member’s supervisor or manager.*

**End.**