

APPENDIX A – GUIDE TO APPROVAL PATH AND MANDATORY CONSULTATION STEPS

Category/Type	Policy Advisory Committee	Vice-President (or Policy Sponsor)	University Administrative Council	University Community	Academic Council	Academic Council Committees	President	Board Committee	Board of Governors
BRD Policy				MC2				D	A
BRD Procedure				MC2				D / A	
BRD Guideline				MC2				D / A	
BRD Directive				MC2				D / A	
LCG Policy	PA	*	MC1	MC2		MC1	MC2	D	A
LCG Procedure	PA	*	D	MC2		MC1	MC2	A	
LCG Directive	PA	*	D	MC2		MC2	A		
LCG Guideline	PA	*	D	MC2		MC2	A		
ADM Policy	PA	*	D	MC2		MC2	A		
ADM Procedure	D	*	A	MC2		MC2			
ADM Directive	D	A		MC2		MC2			
ADM Guideline	D	A		MC2		MC2			
ACD Policy		*	MC2	MC2	D	A			
ACD Procedure		*	MC2	MC2	D	A			
ACD Directive		*	MC2	MC2	D	A			
ACD Guideline		*	MC2	MC2	D	A			
Local ADM Policy Instruments		A ¹							
Local ACD Policy Instruments						A ²			

Policy Instrument Categories: BRD – Board; LCG – Legal, Compliance and Governance; ADM – Administrative; ACD – Academic

PA – Policy Assessment D – Deliberation A – Approval * – Approval of editorial amendments

MC – Mandatory Consultation: MC1 – Face to Face MC2 – Written³

¹ As set out by Vice-President responsible for the unit.

² As set out by Academic Council.

³ Written Consultation means posting a draft policy instrument on USGC website for community comments. Policy Lead may optionally consult face to face.