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| **DATE:** |  |

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| **NOTE:** This form is intended to help guide the development of policy instruments in accordance with the Procedures for the Development, Approval and Review of Policy Instruments. It contains, along with comments in any attached draft documents, feedback and recommendations related to the review and approval of the proposed policy instrument and should be included as a cover document when policy instruments are forwarded for consultation and review. |

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| **SECTION A: DOCUMENT INFORMATION**  |
| **TITLE** |  |
| **POLICY SPONSOR/OWNER** |  |
| **POLICY LEAD** |  |
| **INSTRUMENT TYPE** | [ ] POLICY [ ]  PROCEDURE [ ]  GUIDELINE [ ]  DIRECTIVE |
| **PARENT POLICY** | N/A |
| **SUBMISSION TYPE** | [ ] NEW [ ]  AMENDMENT [ ]  REVOCATION  |

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| **SECTION B: OVERVIEW** |
| **BACKGROUND** |
| **PURPOSE** | [provide a brief statement outlining why this policy/procedure has been created/updated/revoked;  |
| **AREAS AFFECTED**  | [identify the operational areas of the University that will be affected by this policy or procedure] |
| **IMPACT** | [Identify what resources (human, financial, physical, operational, technical, etc.) will be needed to implement and maintain compliance with this policy] |
| **DEVELOPMENT** |
| **INTERNAL REVIEW** | [list any internal documents (existing policies, procedures, guidelines, etc.) that were examined in developing/updating this policy/procedure] |
| **EXTERNAL SCAN** | [list any external documents (e.g. other University’s policies/procedures) that were examined in developing/updating this policy/procedure] |
| **STAKEHOLDER CONSULTATION** | [briefly outline consultation planned and/or undertaken in developing/updating this policy/procedure and what, if any, changes were made to incorporate feedback to date] |
| **IMPLEMENTATION** |
| **COMMUNICATION & TRAINING** | [describe the implementation plans including timeline and communication and training activities that will be undertaken to implement the new/updated policy/procedure] |
| **OTHER CONSIDERATIONS** |
| **ADDITIONAL INFORMATION** | [outline any additional considerations in the development/revision of this policy/procedure not included above] |

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| **APPROVALS – Please consult with the University Secretariat to complete the following sections** |

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| **SECTION C: APPROVAL PATHWAY** |
| **POLICY CATEGORY** |  |
| **APPROVAL AUTHORITY** |  |
| **DELIBERATIVE BODY** |  |
| **OTHER CONSULTATIVE BODIES** |  |
| **NOTES** |  |

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| **SECTION D: PROPOSED CONSULTATION AND APPROVAL TIMELINE** |
| **PROPOSED IMPLEMENTATION DATE:** |  | ***For Policy Office use only*** |
| **COMMITTEE**  | **SUBMISSION DATE FOR MATERIALS** | **SUBMIT TO** | **COMMITTEE MEETING DATE** | **RESULT**  |
| *Information and Consultation* |  |  |  |  |
| *Information and Consultation* |  |  |  |  |
| *Deliberation*  |  |  |  |  |
| *Approval* |  |  |  |  |

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| **SECTION E: POLICY OFFICE USE ONLY** |
| **GENERAL NOTES** |  |
| **IMPLEMENTATION**  | [ ]  Functional classification assigned:  |  |
| [ ]  Final review by University Secretariat: |  |
| [ ]  Final version to Policy Owner: |  |
| [ ]  Posted to Policy Library:  |  |