

Policy Framework – Procedures: Appendix A



Policy and Procedure Development Form

New Policy/Procedure

Revised Policy/Procedure

Document Type:	Policy/Procedure
Document Title:	Enter Policy/Procedure Name Here
Category:	Board/Academic/Administrative
Associated Documents:	List any templates or related documents here

Policy Sponsor:	President/Provost/Vice President
Policy Contact:	Position responsible for operationalizing the policy

Approvals

Approval Process:	Board/General Faculties Council/Executive Team
Approval Date:	Date final approval anticipated
Effective Date:	Date Policy/Procedure takes effect (may be the same as the Approval Date)

Summary of Due Diligence

Major impact and overall goal of new/revised policy /procedure	Summary of the purpose statement
Risks of not establishing /revising the policy/procedure	Summary of any potential risks identified during the policy/procedure development process
Will the new/revised policy /procedure be impacted by or impact any of the following: legislation, collective agreements, existing policy/procedure	Provide supporting details related to impacts, including why there will or will not be any impacts to legislation, collective agreements, or existing policy/procedure
Financial Impact	List any financial impacts as a result of the new/revised policy/procedure

Consultations/Stakeholders	Describe involvement and results for each Consultation/Stakeholder
Name/Office	Summary of consultations done and results of consultation in relation to the new/revised policy/procedure. Include details the applicable approval body will need to ensure transparency and accountability.