

PROPOSAL FOR A NEW OR REVISED POLICY

Replace ALL italics text with your own text

TO: President's Council
FROM: *Policy Proposer*
DATE: *Today's date*

- New Policy
 Revision to Existing Policy
 Deletion of Existing Policy

Policy Title: *State the name of the existing policy or in the case of a new policy, propose a title.*

Rationale for New or Revised Policy: *State why you believe this new policy or policy revision (or policy deletion) is needed. What are the benefits of introducing a new policy or changing the policy? What are the implications for not doing so?*

Sponsor: *State the senior administrative position which you feel should be the Sponsor in the case of a new policy or state the current named sponsor in the case of a policy revision. The Sponsor, normally a Vice-President, is responsible for drafting the policy using the Policy Statement Template; carrying out appropriate consultation/assessment; evaluating the implications of the policy including risks and costs and seeking legal advice, where appropriate; writing the Policy Development Report; developing and carrying out a communications plan and an implementation plan; and writing any related procedures (with appropriate consultation); monitoring compliance with regular review of the policy. The Sponsor may designate a delegate.*

Scope: *State those individuals, groups, units, and/or entities to which the policy would apply.*

Existing Related Policies

List existing policies, legislation, regulations, collective agreements, etc. that may be related to this policy, and which will be reviewed during policy drafting to ensure consistency.

Consultation Considerations

In the event that this proposal is accepted, identify the groups or individuals who should be consulted through the policy development phase or who have been consulted to date. Consideration should be given to:

- *People - employees, alumni, retirees, students, etc., as appropriate*
- *Academic Units, Academic Support Units, Administrative Offices, as appropriate*
- *Academic Managers Group, Administrative Managers Group, Senior Academic Administrators Group, etc.*

Approvals:

Dean, Director, or equivalent

Date

Vice-President or President

Date

Forward this signed original to: *Office of the Vice-President, Finance & Administration*