**PROPOSAL FOR A NEW OR REVISED POLICY**

***Replace ALL italics text with your own text***

TO:

FROM: DATE:

President’s Council

*Policy Proposer* 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:

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*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:

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Date

Dean, Director, or equivalent

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Date

Vice-President or President

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