|  |  |
| --- | --- |
| **CONSULATION PLAN FOR NEW OR REVISED POLICY/PROCEDURE** | |
|  | **PROPOSED NAME OF POLICY/PROCEDURE** |

*When dealing with complex issues or matters that will have differential impacts on broad groups of stakeholders, a summary of the issues the policy is designed to address and a call for broad input should go out to all relevant stakeholders* ***in advance of drafting the policy****.*

*This consultation plan should be reviewed and approved by the member of the university’s senior leadership team ultimately responsible for the policy/procedure in question.*

*You should work with a group of subject matter experts (SMEs) and stakeholders to meet and work together to develop an approach to drafting and/or renewing the policy/procedure before its presentation to PASC.*

|  |  |
| --- | --- |
| 1. **Please indicate below the units/groups with which you consulted as part of the policy/procedure’s development:** | |
| Student Faculty Societies/  AMS (Undergraduate Student Government)  SGPS (Graduate Student Government)  Human Resources/Labour Relations  Faculty Relations  Advancement  Communications  Government Relations  Internal Audit  Research Services  Finance/Faculty Budget Officer  ITS  Deans/Department Heads  Queen’s Community  Office of Indigenous Initiatives  Aboriginal Council  Human Rights and Equity Office  University Council on Anti-Racism and Equity (UCARE)  Division of Student Affairs  Other   Please specify if you select “other”:  *Please provide details on these consultations, i.e. how many engagement sessions were held, how you determined who to consult, how you incorporated the feedback received, whether you decided not to include suggestions or requests of stakeholders and why, etc.* | |
| 1. **How may these units/individuals be affected by the proposed policy/procedure?** | |
|  | |
| 1. **Did you form a group of SMEs/stakeholders to work collaboratively to develop an approach to the policy/procedure prior to drafting?**   **Yes  No** | |
| *If ‘Yes’, please indicate the membership of the consultation group.*  *If ‘No’ please provide your rationale.* | |
| I have reviewed the level of consultation, communication, and engagement conducted during the development and drafting of the policy/procedure/guideline and believe that the draft(s) is/are reflective of community input received or, where such has not been incorporated, am supportive of the approach based on best practices; legislative, regulatory, or other standards; or university priorities. | |
| **Signature of SLT member:** |  |
| **Date:** | *Month/Day/Year* |