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|  | **COVERSHEET**  **FOR A NEW OR REVISED POLICY** |

*Please complete and send with the draft Policy/Procedure/Guidelines documents, as applicable, to* [*policies@queensu.ca*](mailto:policies@queensu.ca)*. A separate coversheet is required for each Policy and Procedure.*

**PROPOSED NAME OF POLICY / PROCEDURE**

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**Select Action:**

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|  | New Policy/procedure |
|  | Replacement/revision to existing policy/procedure |
|  | Elimination of existing policy/procedure |
| If revised, briefly highlight the significant changes below: | |

**Rationale for the new Policy/PROCEDURE, revisions to the Policy/PROCEDURE, or elimination of the policy/procedure**

*What developments, changes, or circumstances indicate that a policy/procedure or change to a policy/procedure is needed? What are the implications of not having the policy/procedure? How would the University and/or its students, staff, and faculty benefit from such a policy/procedure? If you are only proposing a procedure and no policy exists to support it, please explain your rationale for this approach.*

**Scope of Proposed Policy/PROCEDURE**

*Indicate to which members of the University community the proposed policy/procedure would apply and reference other pertinent policies, legislation, regulations, collective agreements, etc. and explain their relationship to the policy/procedure.*

**human rights, Equity and Accessibility**

*Indicate implications of the policy/procedure on the University’s obligations under the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act (2005) and its Regulations, the* [*Federal Contractors Program*](http://www.queensu.ca/equity/employment-equity/federal-contractors-program)*, the Queen’s Multi-Year Accessibility Plan, and established human rights and equity-related policies such as the* [*Employment Equity Policy*](https://www.queensu.ca/secretariat/policies/human-resources/employment-equity-policy)*,* [*Accessibility Policy*](https://www.queensu.ca/secretariat/policies/administration-and-operations/accessibility-policy)*, and the* [*Educational Equity Policy*](https://www.queensu.ca/secretariat/policies/senate/educational-equity-policy)*. Policy developers must consider the impact of the policy/procedure on legislative and policy compliance and achievement of the objectives of applicable legislation and these policies.*

**EQUITY, DIVERSITY, AND INCLUSION**

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| *Indicate how the policy/procedure has taken Queen’s objectives with respect to Equity, Diversity, and Inclusion into consideration and how they support and promote Queen’s initiatives. Policy developers are encouraged to consider the impact of the policy/procedure* ***beyond*** *compliance to create an atmosphere of true equity for the entire Queen’s community.* |

**INDIGENOUS INITIATIVES**

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| *Indicate how the policy/procedure has taken Queen’s objectives with respect to Indigenous initiatives into consideration and how they support and promote Queen’s ongoing activities in this area. Policy developers are encouraged to read the* [*final report*](https://www.queensu.ca/provost/sites/webpublish.queensu.ca.provwww/files/files/Comittees/TRC%20Reports/(WEB%20VERSION)%20Final%20Report%20of%20the%20Truth%20and%20Reconciliation%20Commission%20Task%20Force.pdf) *of the* [*Truth and Reconciliation Task Force*](https://www.queensu.ca/inclusive/sites/default/files/assets/%28WEB%20VERSION%29%20Final%20Report%20of%20the%20Truth%20and%20Reconciliation%20Commission%20Task%20Force.pdf) *and consider how the policy/procedure will move* ***beyond*** *compliance to create an atmosphere of support and allyship.* |

**CONSULTATION PLAN**

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| *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******submission to PASC****.*  *Broad consensus across all stakeholder groups on a new or revised policy/procedure should be achieved* ***before*** *the documents are drafted in full. You will wish to review the Consultation Guidelines for Policy Development and Review for more information on this process.*   1. Please complete the “Consultation Plan for New or Revised Policy/Procedures” template and attach to your PASC submission. 2. Have you achieved broad consensus across all stakeholder groups on the new/revised policy and/or procedure?   Yes  No  Please provide information on the feedback you received while drafting the policy and through the first phase of consultation with stakeholder groups). Please indicate below whether any, and which, feedback was rejected, the reasons for it, and the efforts made to build consensus around such points. What will the impact of this be and how do you intend to manage opposition and implement change if the policy/procedure is approved? |

**COMMUNICATION AND STAKEHOLDER MANAGEMENT OUTLINE**

*Indicate how the policy / procedure will be communicated following PASC’s approval to post the draft on the Secretariat’s website.*

*Gathering feedback from others who may not have been represented in your earlier stakeholder feedback efforts should be your goal. Communicating draft policy can be part of an effective change management plan, which builds awareness, understanding and buy-in, and facilitates implementation. Publication on the Secretariat’s website merely creates a central location where your draft can be found by community members. It is* ***the policy proponent’s******obligation****, as the subject matter experts, to design and execute an effective communications strategy to drive interested parties to the draft and create an opportunity for the community to engage with you regarding the initiative.*

*A Communications Plan is separate from, but complementary to, the Consultation Plan and should include your plans for communications* ***leading up to*** *and* ***following*** *your policy/procedure’s final approval. Policy developers should feel free to contact University Relations for support in creating a communications plan.*

*If relevant, your communications plan should include the use of the university’s social media channels as well as partnerships with student governments, clubs, and other communities of interest where these groups’ reach will exceed that of the university itself.*

Please indicate by checking the box whether you believe a broad Communication and Stakeholder Management Outline is not required in this case

Please explain your rationale:

**RISK AND FINANCIAL MANAGEMENT**

*What type of losses (financial, legal, reputation, injury, property damage) could occur if this policy/procedure is not implemented? How likely is it that they will occur and how significant might they be? Conversely, what opportunities might be missed if this policy/procedure is not enacted? If applicable, indicate resources required to implement the policy/procedure (funding, staff time, space).*

**APPROVAL PROCESS**

*What is the recommended approval body(ies) and the steps required to achieve final approval of the proposed policy/procedure? Please contact the University Secretariat at* [*policies@queensu.ca*](mailto:policies@queensu.ca) *if you are unsure.*

**PROCEDURES/GUIDELINES**

*List required procedures and/or guidelines and attach completed procedures, template(s) if applicable.*

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| Responsible Officer: | *Insert title of Senior Administrative Officer ultimately responsible for the policy/procedure* |
| Date: | *Month/Day/Year* |
| Contact Officer | *Insert title of Contact Officer* |

Please submit your package to [policies@queensu.ca](mailto:policies@queensu.ca) .