CONSULTATION PLAN FOR
[ENTER POLICY NAME]

When dealing with complex issues or matters that will have differential impacts on broad
groups of interested parties, a summary of the issues in 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 in question.

Work should take place with a group of subject matter experts and collaborators to develop
an approach to drafting and/or renewing the policy before its presentation to PASC.

1. Please indicate the units/groups with which you consulted as part of the
   policy/procedure’s development:
   ☐ Alma Mater Society
   ☐ Society of Graduate and Professional Students
   ☐ Faculty/School Student Societies
   ☐ Human Resources/Labour Relations
   ☐ Faculty Relations
   ☐ Advancement
   ☐ Integrated Communications
   ☐ Government and Institutional Relations
   ☐ Internal Audit
   ☐ Research Services
   ☐ Finance/Faculty Budget Officer
   ☐ ITS
   ☐ Deans/Associate Deans/Department Heads
   ☐ Office of Indigenous Initiatives
   ☐ Indigenous Council
   ☐ Human Rights and Equity Office
   ☐ University Council on Anti-Racism and Equity
   ☐ Division of Student Affairs
   ☐ Legal Counsel
   ☐ University Secretariat
   ☐ Other

If you selected “other”, please specify: Click or tap here to enter text.

2. Please provide details on these consultations, i.e., how many engagement sessions/
meetings were held, how did you determine who to consult, how did you incorporate the feedback received, did you decide to include the feedback received, etc.

3. How might these units/individuals be affected by the proposed policy/procedure?

4. Did you form a group of interested parties or subject matter experts to work collaboratively to develop an approach to the policy/procedure prior to drafting?
   ☐ Yes
   ☐ No

   If yes, please indicate the membership of this group: Click or tap here to enter text.

   If no, please provide your rationale: Click or tap here to enter text.

I have reviewed the level of consultation, communication, and engagement conducted during the development and drafting of the policy/procedure 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 standards, or university priorities.

Signature of SLT member:

Date: Click or tap to enter a date.

Please submit your final package to the Secretariat at policies@queensu.ca.