COVERSHEET FOR A NEW OR REVISED POLICY/PROCEDURE

Please complete and send with the draft Policy/Procedure/Guidelines documents, as applicable, to policies@queensu.ca.

1. PROPOSED NAME OF POLICY/PROCEDURE
Click or tap here to enter text.

☐ New policy/procedure
☐ Replacement/revision to existing policy/procedure
☐ Elimination of existing policy/procedure

2. RATIONALE FOR NEW, REVISED, OR ELIMINATED POLICY/PROCEDURE
What developments, changes, or circumstances indicate that a new policy/procedure, or changes/elimination of an existing policy//procedure is needed? What are the implications of not having the policy/procedure? How would the university and its staff, students, and faculty benefit from such a policy/procedure?

[Type here]

If you are only proposing a procedure and no policy exists to support it, please explain.

3. SCOPE OF 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 their relationship to the policy/procedure.

[Type here]

4. HUMAN RIGHTS AND ACCESSIBILITY
If applicable, indicate the implications of the policy/procedure on the university's obligations under the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act and its regulations, the Federal Contractors Program, and the university's human rights and equity-related policies, such as the Employment Equity Policy, Accessibility Policy, and Educational Equity Policy. Consider the impact of the policy/procedure on legislative and policy compliance and achievement of legislative objectives.

[Type here]

5. EQUITY, DIVERSITY, AND INCLUSION
a) Indicate how the policy/procedure has taken Queen's objectives regarding equity, diversity, inclusion, accessibility, and anti-racism into consideration and how it supports and promotes the university's initiatives. Consider this beyond compliance and in the context of creating an atmosphere of true equity for the entire Queen's community.

[Type here]

b) Have you completed the Equity Impact Assessment form as part of your policy/procedure development?
☐ Yes
☐ No

If **no**, please explain:

[Type here]

6. INDIGENEITY
Indicate how the policy/procedure has taken Queen's objectives with respect to Indigeneity into consideration and how it supports and promotes Queen's ongoing activities in this area. Consider how the policy/procedure will move beyond compliance to create an atmosphere of support and allyship.

[Type here]

7. CAMPUS WELLBEING
Indicate how the policy/procedure supports or impacts the wellbeing of students, staff, and/or faculty. In particular, indicate whether the policy/procedure aligns with one or more of the four priority areas identified in the Queen's Campus Wellbeing Framework:
- Culture – Advancing a culture of care, equity, inclusion, respect, and empathy
- Belonging and Social Connection – Fostering strong, inclusive interpersonal connections and a sense of community
- Personal Wellbeing – Supporting multiple dimensions of individual health, such as physical, mental, emotional, and spiritual
- Places – Creating inclusive, accessible, and health-promoting physical, virtual, and social environments

[Type here]

b) Is the tone and language of the policy/procedure supportive, respectful, and reflective of a commitment to wellbeing?

[Type here]

8. TERMS AND CONDITIONS OF EMPLOYMENT

a) Indicate how the policy/procedure will impact the terms and conditions of Employment for Faculty and/or Employees. For example, does the policy/procedure involve a work rule or regulation that may have a disciplinary consequence? How will you ensure the rule is promulgated and communicated? Policy developers should consider whether there are applicable collective agreement obligations that are impacted by the policy/procedure as well as overall requirements to consult and/or notify Unions in advance of issuing the policy/procedure.

    [Type here]

b) If there are impacts on Faculty or staff, confirm that you have engaged with the following units to ensure proper consultation regarding applicable collective agreements, notice to bargaining agents, consultation obligations, etc.:
    ☐ Human Resources
    ☐ Faculty Relations

8. CONSULTATION PLAN (**before** and **during** policy development)
When dealing with complex issues or matters that will have differential impacts on broad groups of community members, a summary of the issues the policy/procedure is designed to address, and a call for broad input, should go out to all relevant partners in advance of submission to PASC.

Consensus across all groups on a new or revised policy/procedure should be achieved before documents are drafted in full. You may wish to review the Secretariat's document on consultation guidelines for policy development for assistance.

a) Please indicate the units and 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
☐ Employee Wellness Services
☐ 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
☐ Division of Student Affairs
☐ Legal Counsel
☐ University Secretariat
☐ Other:

b) Have you achieved broad consensus across all involved groups on the new/revised policy/procedure?
☐ Yes
☐ No
If **no**, please explain:

c) Please provide information on the consultation process and the feedback you received while drafting the policy/procedure and through the first phase of consultation with relevant groups. Did you form a group to work collaboratively on the policy's development/review? Was any feedback rejected? If so, why? What do you anticipate the impact of this may be, and how do you intend to manage opposition and implement change if the policy/procedure is approved?

[Type here]

9. COMMUNICATION AND PARTNER MANAGEMENT PLAN (**after** policy development)
a) Indicate how the policy/procedure will be communicated following PASC's approval to post it for public feedback on the Secretariat website.
Please note that gathering feedback from those who may not have been represented in your earlier consultation work (see point 8) should be your goal. Communicating draft policy can be part of an effective change management plan that builds awareness, understanding, and buy-in, and facilitates implementation. Posting on the Secretariat website merely creates a central location where your draft can be found – it is the policy proponent's obligation to design and execute an effective communication strategy to drive interested parties to the draft.

[Type here]

A communications plan leading up to and following your policy/procedure's approval may be helpful. If relevant, your plan should include use of the university's social media channels as well as partnerships with student government and other communities of interest where these groups' reach will exceed that of the university itself. Note that any policy impacting faculty or staff must be broadly communicated following final approval

in order to ensure an appropriate level of awareness and compliance. Please reach out to the Secretariat at policies@queensu.ca for support.

b) Do you believe a broad communication and partner management plan is required in your case?
☐ Yes
☐ No
If **no**, please explain:

c) If your policy has specific impact on faculty and staff specify the steps you will take to communicate the new/revised policy following approval.

[Type here]

10. RISK AND FINANCIAL MANAGEMENT
a) If applicable, what types of losses (i.e., financial, legal, reputational, property damage, etc.) could occur if this policy/procedure is not implemented? How likely is it that these will occur and how significant may they be? Conversely, what opportunities might be missed if this policy/procedure is not enacted?

[Type here]

b) If applicable, indicate resources required to implement the policy/procedure, such as staff, funding, time, space, etc.

[Type here]

11. APPROVAL PROCESS
What is the recommended approval body/bodies and the steps required to achieve final approval of the proposed policy/procedure? Please contact the Secretariat at policies@queenu.ca if you are unsure.

[Type here]

12. PROCEDURES/GUIDELINES
Please list required procedures and/or guidelines and attach a completed procedure template, if applicable.

[Type here]

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Please indicate which of the following are included in your submission package in addition to this coversheet. (See the [Secretariat website](#) for more information on each.)

☐ Policy template
☐ Procedure template
☐ Guideline template
☐ Equity and Wellbeing Impact Assessment template

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