

**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. A separate coversheet is required for each Policy and Procedure.

**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 POLICY/PROCEDURE, REVISIONS TO EXISTING POLICY/PROCEDURE, OR ELIMINATION OF EXISTING 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? (If you are only proposing a procedure and no policy exists to support it, please explain.)

Click or tap here to enter text.

**3. 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 their relationship to the policy/procedure.

Click or tap here to enter text.

**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.

Click or tap here to enter text.

**5. EQUITY, DIVERSITY, AND INCLUSION**

a) Indicate how the policy/procedure has taken Queen’s objectives with respect to equity, diversity, and inclusion (EDI) 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.

Click or tap here to enter text.

b) Have you completed the Equity Impact Assessment form as part of your policy/procedure development?

[ ]  Yes

[ ]  No

If no, please explain: Click or tap here to enter text.

**6. INDIGENOUS INITIATIVES**

Indicate how the policy/procedure has taken Queen’s objectives with respect to Indigenous initiatives into consideration and how it supports and promotes Queen’s ongoing activities in this area. Policy developers are encouraged to review the final report of the university’s Truth and Reconciliation Task Force and consider how the policy/procedure will move beyond compliance to create an atmosphere of support and allyship.

Click or tap here to enter text.

**7. CONSULTATION PLAN**

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

Consensus across all stakeholder 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 and review for more information on this process.

a) Have you completed the Consultation Plan for New or Revised Policy/Procedure form as part of your policy/procedure development?

[ ]  Yes

[ ]  No

If no, please explain: Click or tap here to enter text.

b) Have you achieved broad consensus across all stakeholder groups on the new/revised policy/procedure?

[ ]  Yes

[ ]  No

If no, please explain: Click or tap here to enter text.

c) Please provide information on the feedback you received while drafting the policy/procedure and through the first phase of consultation with stakeholder groups. 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?

Click or tap here to enter text.

**8. COMMUNICATION AND STAKEHOLDER MANAGEMENT PLAN**

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 7) 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 you 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.)

Click or tap here to enter text.

A communications plan related to communications 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. Please reach out to the Secretariat at policies@queensu.ca for support.

b) Do you believe a broad communication and stakeholder management plan is required in your case?

[ ]  Yes

[ ]  No

If no, please explain: Click or tap here to enter text.

**9. 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?

Click or tap here to enter text.

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

Click or tap here to enter text.

**10. 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.

Click or tap here to enter text.

**11. PROCEDURES/GUIDELINES**

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

Click or tap here to enter text.

**Responsible Officer** (senior administrator ultimately responsible)**:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.

**Contact:** Click or tap here to enter text.

**Please indicate which of the following are included in your submission package in addition to this coversheet.** (See the [Secretariat website](https://www.queensu.ca/secretariat/policies/policy-development) for more information on each.)

[ ]  Policy template

[ ]  Procedure template

[ ]  Guideline template

[ ]  Equity Impact Assessment

[ ]  Consultation Plan Template

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