

**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 partner 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:

**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.**

[Type here]

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

[Type here]

**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:

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 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](mailto:policies@queensu.ca) .