



COVERSHEET FOR A NEW OR REVISED POLICY

Please complete and send with the draft Policy/Procedure to policies@queensu.ca. A separate form is required for each Policy and Procedure.

PROPOSED NAME OF POLICY / PROCEDURE

FILE #

	Secretariat Use Only
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SELECT ACTION:

- New Policy/Procedure
- Replacement to existing policy/procedure
- Deletion of existing policy/procedure

If revised, briefly highlight the significant changes (try to limit to five or less):

1.

RATIONALE FOR SUGGESTING THE POLICY/PROCEDURE OR CHANGES TO 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 Queen’s Multi-Year Accessibility Plan, and established human rights and equity-related policies such as the Employment Equity Policy and the Educational Equity Policy.

CONSULTATION

Describe any consultation undertaken to date or proposed, including the dates and names of committees / staff / student meetings.

- Human Resources
- Labour Relations
- Faculty Relations
- Advancement
- Communications
- Queen’s Community
- Audit
- URS
- Finance/Faculty Budget Officer
- ITS
- Deans
- Other Please provide detail _____

APPROVAL PROCESS

What is the recommended approval body(ies) and the steps required to achieve final approval of the proposed policy/procedure?

COMMUNICATION PLAN

Indicate how the policy / procedure will be communicated to allow for implementation. Note that publishing on the central policy webpage by the Secretariat is assumed; information about additional communication strategies should be provided.

RISK 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? Please consult with the Risk Management Office, if unsure.

Indicate resources required to implement the policy/procedure (funding, staff time, space).

Indicate how this policy/procedure will be implemented. Note that proactively implementing a policy/procedure is required to decrease liability.

Are there time constraints which require implementation of the policy/procedure on an expedited basis?

PROCEDURES

List required Procedures and attach, if drafted.

RESPONSIBLE OFFICER / COMMITTEE

Officer / Committee:
(Insert name and title of Senior Administrative Officer responsible for the policy/procedure)

Signature: _____
(For a Committee, the Chair is to sign)

Date:

Contact Officer:
(Insert name and title of Contact Officer)

POLICY ADVISORY SUBCOMMITTEE (PASC) SIGN OFF

Secretariat Use Only

Reviewed by PASC on: [DATE]

Conforms to Requirements? YES / NO *If NO:*

Next Steps: _____

APPROVAL AUTHORITY DECISION

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Name of Approval Authority: _____ Approved? YES / NO

If NO:

Next Steps: _____

If approved:

Date of Approval: _____

Date of Commencement: _____

Date for Next Review: _____

Contact Officer: _____

Position: _____

Submit this Form with a Word version of the final approved Policy/Procedure to:

policies@queensu.ca