

**Policy Planning Form**

*Before starting this document, please review the Policy Framework*

*All fields are mandatory*

PART 1 for Proponent

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| **Select Document (s)** | Policy | Procedures |
| **Select Action** | Develop New  Revise Existing  Retire Existing | |
| **Requestor** | Policy Executive Lead or  Member of the YukonU Community  Name: Click or tap here to enter text.  Title : Click or tap here to enter text. | |
| **Date of Request** | Click or tap to enter a date. | |

Please select the category that best applies to your request:

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| **Administrative Operational**  policies and procedures | | **Board Operational**  policies and procedures | | **Academic**  policies and procedures | |
|  | Human Resources |  | Administration |  | Academic Programming[[1]](#footnote-1) |
|  | Information Management and Technology |  |  |  | Academic Instruction[[2]](#footnote-2) |
|  | Facilities and Equipment |  |  |  | Awards and Honours[[3]](#footnote-3) |
|  | Financial Management |  |  |  | Faculty[[4]](#footnote-4) |
|  | Safety and Security |  |  |  | Research |
|  | Student Affairs |  |  |  |  |
|  | University Relations and Communications |  |  |  |  |

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| Policy/Procedures  Name | *If proposing a revision or retirement: policy and/or procedures name and code*  *If proposing a new policy/procedures: suggest a title; code not required* |
| Rationale for Request | *What circumstances, developments, or changes have prompted this planned development? How will the students, or Yukon University benefit?*  *What are the implications of not having the policy or procedures?* |
| *What problem or issue is the policy (change) intended to address?* |
| *What are the expected outcomes when the policy (change) is implemented?* |
| *If possible, describe the conceptual framework of the policy (changes)?* |
| *How will success of the policy (change) be measured or evaluated?* |
| *How does the policy advance the University’s strategic plan?* |
| Impacted Policies, Procedures, Guidelines, etc. | *Identify all policies, procedures, and guidelines that will be directly impacted and/or retired as a result of the policy/ procedures named above* |
| Impacted partner institutions and/or accreditation bodies | *Identify any partner institutions and/or accreditation bodies that will be impacted* |
| Approval Authority | *Per the YukonU Act, that will be the Board of Governors, President, or Senate (see the Policy Framework)* |
| Policy Holder | *Department who holds the policy/procedures, based on its content* |
| Executive Lead | *Senior administrator of the designated department (Policy Holder)* |
| Stakeholders | *Groups that will be governed or impacted by this policy/procedures (who must be consulted with?)* |
| Expedited Review Request | Yes  No  For an expedited request, please provide a detailed risk assessment to justify the request - this may include significant legal or fiscal liabilities, or threats to the Yukon University’s reputation or the public trust: |
| Indigenization | *What steps do you plan to take to ensure that the policy will be in line with Yukon University’s commitments to Indigenization?* |

PART 2 for Executive Lead

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| Actions and Timelines | *Provide a summary of development/revision activities with the timeline*  *Please use the Flowchart “Policy/Procedures Development and Review Process”*  *For example:*   * *January DD: enter action* * *February DD: enter action* |
| Precedents or Guiding Documents from other Institutions | *Provide website links or copies of the documents (attached to the submission package).*  *Institutional scan should include special purpose (i.e., hybrid) and traditional universities* |

Approvals (Concept Approval phase)

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| **Executive Lead** | *Name:* Click or tap here to enter text.  *Title:* Click or tap here to enter text. | Click or tap to enter a date. |
| **Approval of Concept**  Administrative Operational policies  Board  Operational policies  Academic policies | *President’s Executive Committee*  *Governance Committee of the Board*  *Provost Council* | Meeting Date  Meeting Date  Meeting Date |

1. Academic Programming: anything course/program related – development of new programs, program advisory committees, academic program review, etc. [↑](#footnote-ref-1)
2. Academic Instruction: anything student facing - Academic Regulations, accommodations, exams, grades, auditing courses etc. [↑](#footnote-ref-2)
3. Awards and Honours: student awards, honorary credentials, emeriti, etc. [↑](#footnote-ref-3)
4. Faculty: Academic Freedom, Faculty Performance, Adjunct Faculty, etc. [↑](#footnote-ref-4)