

**Policy Planning Form**

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

*All fields are mandatory*

*For assistance, please contact* [*policy@yukonu.ca*](mailto:policy@yukonu.ca)

PART 1 for Proponent

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| **Request for** | Policy or/and  Procedures |
| **Action** | Develop New or  Revise 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 Policy 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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| Name of the Policy/Procedures | *If proposing a revision: provide policy and/or procedures name and code.*  *If proposing a new policy/procedures: suggest a title; code not required.*  *If proposing a Policy and associated Procedures, both should be listed here.* |
| Request Rationale | *What circumstances, developments, or changes have prompted this development/revision?*  *How will the students and Yukon University benefit?*  *What are the implications of not having the policy/procedures?* |
| *What problem or issue is the policy development/revision intended to address?* |
| *What are the expected outcomes when the new policy/policy change is implemented?* |
| *If possible, describe the conceptual framework of the new policy/revision.* |
| *How will the success of the new policy/revision be measured or evaluated?* |
| *How does the new policy/revision advance the University’s Strategic Plan?* |
| Impacted Policies and Procedures | *Identify all policies, procedures, and any relevant documents that will be directly impacted as a result of this policy development/revision.* |
| Impacted partner institutions/accreditation bodies | *Identify any partner institutions or accreditation bodies that will be impacted as a result of this policy development/revision.* |
| Approval Authority | *Per the YukonU Act, that will be the Board of Governors, or President, or Senate (refer to the approval process in the Policy Framework).* |
| Policy Holder | *Department who holds the policy/procedures, based on its content and Policy Category.* |
| Executive Lead | *Senior administrator of the designated department (Policy Holder).* |
| Stakeholders | *Groups that will be governed or impacted by this new policy/policy revision (who must be consulted with?).* |
| Expedited Review Request | Yes  No    *If “Yes”, 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:* |
| Reconciliation | *What steps do you plan to take to ensure that the new policy/revision will be in line with the Yukon University’s commitments to Reconciliation?* |

PART 2 for Executive Lead

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| Actions and Timelines | *Provide a summary of policy development/revision activities with the timeline (refer to Table 1 in the Policy Framework for the approval pathway).*  *Format 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).*  *The list of suggested comparator institutions provided on the Policies SharePoint page; it includes both traditional and special purpose (i.e., hybrid), smaller Canadian universities.* |

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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)