

Policy Submission Briefing Note

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| Meeting | Choose |
| Meeting Date | Click or tap to enter a date. |
| Agenda Item (as on the agenda): |  |
| Purpose (1 of): | Recommendation [ ]  Decision (for final approval) [ ]   |
| Prepared by: |  | Approved by: |  |

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| **ISSUE** |  |
| **JURISDICTIONAL** **INFORMATION**[[1]](#footnote-1)  | *section of the Policy Framework that is relevant to the proposed policy (i.e. administrative operational, Board operational, or academic category)* |
| **BACKGROUND**  |  |
| **RISK MANAGEMENT** as applicable |  |
| **PROPOSED RESOLUTION** | MOTION:  |
| **APPROVAL PATH** endorsements received and next steps,as applicable | *as provided in Table 1 of the Policy Framework* |
| **DOCUMENTATION PROVIDED** | *list all provided documents and** Appendix A – Policy Submission Form (below)
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 APPENDIX – Policy Submission Form

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| Request for | [ ]  Policy or/and [ ]  Procedures |
| Action  | [ ]  Develop New[ ]  Revise Existing[ ]  Retire Existing |
| Executive Lead | 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[[2]](#footnote-2) |
|[ ]  Information Management and Technology |  |  |[ ]  Academic Instruction[[3]](#footnote-3) |
|[ ]  Facilities and Equipment |  |  |[ ]  Awards and Honours[[4]](#footnote-4) |
|[ ]  Financial Management |  |  |[ ]  Faculty[[5]](#footnote-5) |
|[ ]  Safety and Security |  |  |[ ]  Research |
|[ ]  Student Affairs |  |  |  |  |
|[ ]  University Relations and Communications |  |  |  |  |

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| Name of the Policy/Procedures | *If proposing a new policy/procedures: suggest a title; code not required.**If proposing a revision or retirement: provide policy and/or procedures name and code.**If proposing Policy and associated Procedures, all documents should be listed here.* |
| Request Rationale  | *What circumstances, developments, or changes have prompted this planned development/revision/retirement? 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 development/revision/retirement intended to address?* |
| *What are the expected outcomes when the new policy/policy change/policy retirement is implemented?* |
| *If possible, describe the conceptual framework of the new policy/revision. Omit for policy retirement.* |
| *How will the success of the new policy/revision be measured or evaluated? Omit for policy retirement.* |
| *How does the new policy/revision advance the University’s strategic plan? Omit for policy retirement.* |
| 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/retirement.* |
| Impacted partner institutions/accreditation bodies | *Identify any partner institutions and/or accreditation bodies that will be impacted as a result of this policy development/revision/retirement.* |
| 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/policy retirement (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?* |
| Approval Pathway | *Provide a summary of policy development/revision/retirement 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*
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| Communication Plan | *Please check the post-approval stage in the Flowchart “Policy/Procedures Development and Review Process” and indicate any additional activities (launch sessions, townhall intro, training plan, stakeholder group sessions (students, faculty, etc.)* |

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1. **Cite** the legislative source of the authority **and indicate** the source: YukonU Act, Terms of Reference/bylaws.

 Ref.: for Board/Senate - [Yukon University Act](https://laws.yukon.ca/cms/images/LEGISLATION/PRINCIPAL/2019/2019-0015/2019-0015.pdf)

 For Committees – Terms of Reference [↑](#footnote-ref-1)
2. Academic Programming: anything course/program related – development of new programs, program advisory committees, academic program review, etc. [↑](#footnote-ref-2)
3. Academic Instruction: anything student facing - Academic Regulations, accommodations, exams, grades, auditing courses etc. [↑](#footnote-ref-3)
4. Awards and Honours: student awards, honorary credentials, emeriti, etc. [↑](#footnote-ref-4)
5. Faculty: Academic Freedom, Faculty Performance, Adjunct Faculty, etc. [↑](#footnote-ref-5)