

**Policy Submission Form**

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

*All fields are mandatory*

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| --- | --- | --- |
| **Select Document (s)** | Policy | Procedures |
| **Select 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. | |
| **Submission Date** | Click or tap to enter a date. | |

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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 |  |  |  |  |

Please select the Policy/Procedures category:

|  |  |
| --- | --- |
| 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* |
| Impacted Policies, Procedures, Guidelines, etc. | *Identify all policies, procedures, and guidelines that will be directly impacted and/or retired as a result of the proposed policy/procedures* |
| 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 | Have these policy/procedures received an expedited review approval?  Yes  No  *Please provide a rationale (transfer this information from the approved Planning Form)* |
| Indigenization | *What steps do you plan to take to ensure that the policy will be in line with Yukon University’s commitments to Indigenization?* |
| 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* |
| Feedback | the **Feedback Tracking Form** is complete (Appendix below)  Consultation period (from/to):  Consultation channel (established, University-wide): |
| 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.)* |

Approvals (Approval phase)

|  |  |  |
| --- | --- | --- |
| **Approvers**  Administrative  Operational policies  Board  Operational policies  Academic policies | *Senior Leadership Council*    *President’s Executive Committee*  *President*  *Board Committee:* Choose an item.  *Board (final) and Board Chair signs*  *Academic Standards Committee, Senate*    *Senate and Senate Co-chairs sign* | Meeting Date  Meeting Date  Meeting Date  Meeting Date  Meeting Date  Meeting Date  Meeting Date |

Appendix I Policy Submission Form

Feedback Tracking Form

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| --- | --- | --- | --- |
| Received From  Name, title | Date  Month DD, YYYY | Summary of Feedback | Actions on the feedback; provide rationale if the feedback is not incorporated |
| Irina Bogachek,  EA University Secretariat | February 1, 2023 |  |  |
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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)