

**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 [ ]  NoFor 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*
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| 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 policiesBoard Operational policiesAcademic policies | [ ]  *President’s Executive Committee*[ ]  *Governance Committee of the Board* [ ]  *Provost Council* | Meeting DateMeeting DateMeeting 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)