

**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:

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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* |
| 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 | [x]  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)

|  |  |  |
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| **Approvers** AdministrativeOperational policiesBoard Operational policiesAcademic 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 DateMeeting DateMeeting DateMeeting DateMeeting DateMeeting DateMeeting Date |

Appendix I Policy Submission Form

Feedback Tracking Form

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| --- | --- | --- | --- |
| Received FromName, title | DateMonth 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)