**New Policy/Procedure** [ ]  **Revised Policy/Procedure** [ ]

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| --- | --- |
| **Document Type:** | Policy/Procedure |
| **Document Title:** | Enter Policy/Procedure Name Here |
| **Category:** | Board/Academic/Administrative |
| **Associated Documents:** | List any templates or related documents here |

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| **Policy Sponsor:** | President/Provost/Vice President |
| **Policy Contact:** | Position responsible for operationalizing the policy |

## Approvals

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| **Approval Process:** | Board/General Faculties Council/Executive Team |
| **Approval Date:** | Date final approval anticipated |
| **Effective Date:** | Date Policy/Procedure takes effect (may be the same as the Approval Date) |

## Summary of Due Diligence

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| **Major impact and overall goal of new/revised policy /procedure** | Summary of the purpose statement |
| **Risks of not establishing /revising the policy/procedure** | Summary of any potential risks identified during the policy/procedure development process |
| **Will the new/revised policy /procedure be impacted by or impact any of the following: legislation, collective agreements, existing policy/procedure** | Provide supporting details related to impacts, including why there will or will not be any impacts to legislation, collective agreements, or existing policy/procedure |
| **Financial Impact**  | List any financial impacts as a result of the new/revised policy/procedure |

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| **Consultations/Stakeholders** | **Describe involvement and results for each Consultation/Stakeholder** |
| Name/Office | Summary of consultations done and results of consultation in relation to the new/revised policy/procedure. Include details the applicable approval body will need to ensure transparency and accountability. |
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