

## **INSTRUCTION FOR COMPLETING THE PROPOSAL FOR A NEW OR REVISED POLICY**

**FROM:** *State the name and position of the Policy Proposer*

**DATE:** *Today's date*

*Check the applicable box for whether this is for a new policy, revision to an existing policy or the deletion of an existing policy.*

Policy Title: *State the name of the existing policy or in the case of a new policy, propose a title.*

Rationale for New or Revised Policy: *State why you believe this new policy or policy revision or policy deletion is needed. What are the benefits of introducing a new policy or changing the policy? What are the implications for not doing so?*

Policy Sponsor: *For an existing policy, state the sponsor. For a new policy, propose a sponsor. The Policy Sponsor, a senior administrative position (normally a Vice-President), is responsible for the processes relating to policy development and approval and for monitoring compliance with regular review of the policy. The Policy Sponsor may designate a delegate.*

Scope: *State those individuals, groups, units, and/or entities to which the policy would apply.*

Existing Related Policies:

*In the event this proposal is accepted, it will be important to understand the policy in the context of existing policies, legislation, regulations, collective agreements, etc. that may be related to it and which will be reviewed during policy drafting to ensure consistency. List these here.*

Consultation Considerations:

*In the event that this proposal is accepted, identify the groups or individuals who should be consulted through the policy development phase or who have been consulted to date. Indicate whether a broad, narrow or targeted consultation is suggested*

Proposed Timeline for Development and Approval:

*In this section and using the date format of yyyy-mm (the template will format this), state the proposed timeline for the various phases of policy development, including the anticipated Board approval date as the final End Date in the table below. Normally, the timeline is completed within twelve months. Note that the consultation period must be a minimum of four weeks.*

VPC Approval:

*The Proposal requires support of the appropriate Unit Head as well as the appropriate Vice-President. If approved by the Vice-President, the proposal must be reviewed by Vice-Presidents Council who, following an assessment of need, will determine whether policy development proceeds and if so confirm the policy sponsor; it may provide advice on how to proceed.*

If you have any questions, you may contact [policyoffice@mun.ca](mailto:policyoffice@mun.ca) or call 864-3289.