



New Policy Proposal Form

Full Name:

Responsible Unit:

Email:

Phone:

Date:

1. Policy:

Policies are a set of general guidelines that outline your plan for addressing an issue with an expected outcome. Good policy is more than just a list of rules. It should have a purpose and provide ways to measure success. It should contain clear, concise, and simple language and explain the rule, not how to implement the rule.

(This portion, with its subsets, must be completed)

a. Purpose: The purpose should contain a concise summary of the overall reason for the policy, including specific regulations, if appropriate.

b. Scope: Who does this policy apply to? (This portion must be completed)



2. Definition of Terms:

Provide terms that are critical to the understanding and compliance of the policy.

(This portion is optional)

3. Responsibilities:

The AUK offices or individuals referenced in the policy and procedures as well as their roles and responsibilities to the policy and procedures.

(This portion, with its subsets, must be completed)

a. Issuing Unit: *This refers to the unit that holds primary and final responsibility for the Policy. All final decisions relating to the Policy must ultimately be managed by the Issuing Unit.*

b. Other Stakeholders: *This refers to those programs or units that have a vested stake in the Policy. This portion should also outline the nature, degree, and magnitude of that role.*



4. Procedures:

While policies show the “why?” behind an action, procedures explain the “how?” They should provide step-by-step instructions for specific routine tasks. At least, good procedures should outline: a) Who is the person responsible for each task? b) What steps need to be taken? c) Who does the person responsible for each task report to?

(This portion must be completed)

You may wish to list categories or headings under procedures if the procedures are complex or have multiple aspects.

5. Timeline and Communication/Implementation Plan:

Describe how the policy will be communicated and implemented, including responsible parties. Issuing Units review policies every three (3) years. If this policy should be reviewed or decommissioned before the three-year default date, specify the desired review date and reasons.

(This portion must be completed)



6. Related Documents:

This section provides the Issuing Unit the opportunity to provide additional information to ensure clarity and perspective so that the Policy is clear and unambiguous.

(This portion is optional)

7. Ways to Measure Success:

Whenever possible, include multiple forms of assessing success of the Policy (ideally, identify three).

(This portion must be completed)

8. Endorsement

Names and signatures of Issuing Unit/Department, respective Vice-President (if applicable) and Director of Institutional Effectiveness and Planning.

Name

Title

Date

Signature _____

Name

Title

Date

Signature _____

Name

Title

Date

Signature _____