***Words in italics are to be deleted in the completed form*** **AGENDA ITEM NO:**

### UNIVERSITY OF SASKATCHEWAN

BOARD OF GOVERNORS

**REQUEST FOR DECISION**

*(****should not exceed 2 pages in length****)*

|  |  |
| --- | --- |
| **SUBJECT:** *(concise title as it will appear on board agenda)* | |
| **PRESENTED BY:**  *(name & title of individual(s) presenting the item)*  **SENIOR SPONSOR:**  *(name & title of President, VP or other individual sponsoring the item; ONLY INCLUDE IF APPLICABLE)* | **DATE OF MEETING:**  *(date of actual board meeting)* |
| **DISCLOSURE STATUS OF THIS ITEM FOLLOWING BOARD’S DECISION:**  [Completely Confidential, Details Confidential, Not Confidential (no announcement) or Not Confidential (to be publicized – and proposed date of release)]  *(choose the one that applies and delete the rest)* | |
| **POTENTIAL RISK:** *Describe any risk associated with this proposal, referring to the risk name as listed in the university’s risk universe categories (where possible to assess the level of risk.)* | |

**DECISION REQUESTED:**

*(State motion in proper form for consideration by the full Board. The motion should state concisely what is being recommended and the date of implementation, if applicable.)*

On recommendation of the \_\_\_\_\_\_\_\_\_\_\_\_committee, the Board of Governors approves the \_\_\_\_\_\_\_\_\_\_\_\_ effective *[date].*

**PROPOSAL AND ANALYSIS:**

*(Explain how the proposal aligns with the university’s mission and strategy and will advance the university toward one or more of its named goals. Include significant operational, budgetary (capital and/or operating), health, environmental, reputational, or legal implications and any anticipated impacts on major stakeholders external to the organization, such as government, communities, external partners, etc.)*

**STRATEGIC PLAN LINK AND/OR MITIGATION of RISK**:

*(link the recommendation to the strategic plan and/or describe how it mitigates the risk identified above.)*

**ALTERNATIVES:**

*(Provide one or more alternatives considered and provide the rationale as to why it is not an appropriate recommendation.)*

**DECISION PROCESS:**

*(State in no more than 1 paragraph: the consultation process followed and details of when this has come before the board previously, if applicable.)*

**IMPLEMENTATION STEPS AND TIMELINE:**

*(Indicate what further action is required if the recommended decision is made, by whom and on what schedule, including plans for communicating this decision.)*

**ATTACHMENTS OR REFERENCE MATERIALS:**

*(List attachments (5 pages max); and list related supplementary documents – to be included in the reference section at the end of board materials.)*