



UNIVERSITY OF SASKATCHEWAN

# Office of the University Secretary

USASK.CA/SECRETARIAT

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## NOTICE OF INTENT FOR A NEW OR REVISED POLICY

**TO:** Policy Oversight Committee  
C/o Beth Bilson, University Secretary

**FROM:**

**DATE:**

Select Action:

<input type="checkbox"/>	New Policy
<input type="checkbox"/>	Revision to existing policy
<input type="checkbox"/>	Deletion of existing policy

**Name of Policy:**

If you are proposing a new policy, please suggest a title.

**Name and Title of Sponsor:**

The sponsor is responsible for implementation of the policy, development of associated procedures, interpretation and awareness of the policy, and for monitoring compliance. A sponsor would normally be at the level of a vice president, associate vice president, dean, or director.

**Rationale for Suggesting the Policy or Changes to the Policy:**

What developments, changes, or circumstances have led to your belief that a policy, or change to a policy, is needed? What are the implications of not having the policy? How would the University and/or its students, staff, and faculty benefit from such a policy?

**Scope of Proposed Policy**

Indicate to which members of the University community the proposed policy would apply, and reference other pertinent policies, legislation, regulations, collective agreements, etc. and explain their relationship to the policy.

**Consultation**

What offices and/or individuals have been/should be consulted as this policy is developed?

*\*See attached list of possible units for consultation.*

### **Awareness of the Policy**

Indicate what steps will be taken, once the policy is approved, to promote awareness of the policy.

### **Procedures**

For any given policy, sets of procedures may exist in different units to reflect local application, but all procedures must be compliant with the policy itself and should reference it. The procedures themselves should not be included in the policy. Please indicate here whether such procedures exist and, if not, indicate whether, how and by whom they will be developed (note that not all policies will necessarily have associated procedures).

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(Signature)

**\*Consultation list:** When developing a policy, consideration should be given to consultation with the following:

Administrative offices, e.g. alumni, protective services, communications, consumer services, copyright coordinator, corporate administration, facilities management, financial services, health, safety and environment, human resources, industry liaison, institutional planning and assessment, purchasing, risk management and insurance, government and public relations, university relations.

Student support offices, e.g. Aboriginal students' centre, disability services for students, huskie athletics, international office, student and enrolment services, university residences, student accounts and treasury, university of saskatchewan students' union and graduate students' association.

Academic support offices, e.g. college deans' offices, Gwenna Moss centre for teaching and learning, ICT services and support, media production, libraries and archives, provost's office, research services.

Committees of council, e.g. academic programs, coordinating, international activities, nominations, planning and priorities, research scholarly and artistic work, scholarships and awards, teaching and learning.

Other committees and officers, e.g. discrimination and harassment prevention officer, Aboriginal initiatives, local safety committees.