**NOTICE OF INTENT**

**FOR A NEW OR REVISED POLICY**

**TO:** Policy Oversight Committee

c/o University of Saskatchewan Governance Office

**EMAIL:** governance.office@usask.ca

**FROM:**

**DATE:**

**Select Action:**

|  |  |
| --- | --- |
|  | New Policy |
|  | Revision to existing policy |
|  | 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 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 link for latest list of contacts:*  <https://governance.usask.ca/documents/governing/org-chart.pdf>

**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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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| University of Saskatchewan Policy Template[Title of Policy]

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| --- | --- |
| Category: | *Leave this blank; a category will be assigned* |
| Number: | *Leave this blank; a number will be assigned* |
| Responsibility: | *Indicate the senior administrative position responsible for the policy(the sponsor)* |
| Approval: | *The University Secretary, on the advice of the Policy Oversight Committee, will identify the appropriate approval body(ies), e.g. Board of Governors, Council, Senate, PEC.* |
| Date: | *Date initially approved:**Date(s) reformatted or revised* |

Purpose:*State the overarching purpose of the policy.*Principles:*Identify one or more guiding principles on which this policy is founded.*Scope of this Policy:*Scope may include the groups (students, faculty, staff) to which the policy pertains, or other statements with respect to time periods, geographic locations (e.g. all campus buildings), funds (e.g. operating funds, research funds), etc.* *This section should also reference other pertinent policies, legislation, regulations, collective agreements, etc. and explain their relationship to the policy.* Policy:*The statement of policy should be brief and direct.*Responsibilities*Indicate what responsibilities are assigned, and to whom, under the policy. If there are different categories or levels of responsibility, this section can be used to delineate these.*Non-compliance:*If necessary, a statement can be made about the consequences of non-compliance with this policy*. *For example, students may be subject to discipline under the academic or non-academic discipline regulations; employees may be subject to discipline under procedures defined in collective agreements.* 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. This section should indicate where such procedures may be found, and who is responsible for maintaining them. The procedures themselves should not be included in the policy. (Note that not all policies will necessarily require associated procedures).Contact: Provide a name, title and unit, including e-mail address and telephone number.  |