**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](mailto: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 Responsible Executive (Sponsor):**

*The sponsor is responsible for the Policy. A sponsor would normally be at the level of a vice president, associate vice president, dean, or director.*

**Office of Administrative Responsibility:**

*This the office or department within the sponsor’s portfolio in the university is accountable for the implementation of the policy, development of associated procedures, interpretation and awareness of the policy, and for monitoring compliance*

**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).*

**Please ensure that you attach the appropriate Policy and Procedures documents:**

* [*Policy Template*](https://policies.usask.ca/documents/usask-policy-template.docx)
* [*Procedures Template*](https://policies.usask.ca/documents/usask-policy-procedures-template.docx)