### UAPPOL Approval Package

This form is required for the posting of any new UAPPOL document or where changes to an existing document

**DOCUMENT INFORMATION** To be completed *BEFORE* APPROVAL

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| --- | --- | --- |
| **Document Type:** | [ ]  **Policy** [ ]  **Procedure** [ ]  **Appendix** [ ]  **InfoDoc** | **Click** on the check box that applies/ |
| **Title of Policy or Procedure:** |   | **Enter** title as it will appear in the UAPPOL index (80 character maximum). |
| **Subject Area:** |  Choose an item.  | Using the **drop-down menu,** choose the subject area that applies. |
| **Parent Document:** |   | **Enter** for Procedure and Appendix otherwise N/A. |

**DEVELOPMENT INFORMATION**

**(complete this section for only new documents and revisions – NOT for friendly edits)**

|  |  |  |
| --- | --- | --- |
| **Development Lead** | Name:  | Policy Development Lead **sign and date** to acknowledge accountability for development, vetting and approval of final version of this document. |
| Date: |
| ► |
| **Policy Standards Office Sign-Off for Compliance** | Name:  | PSO Manager **sign and date** to confirm compliance with UAPPOL Document Development Policy. |
| Date: |
| ► |
| **Office of Accountability** | Office of Accountability | **Complete for policy and procedure.** |
| Name:  | Most senior officer or designate **sign and date** to acknowledge accountability for policy or changes to procedures under a policy |
| Date: |
| ► |
| **Office of Administrative Responsibility** | Office of Administrative Responsibility | **Complete for all documents.** |
| Name: | Most senior officer or designate **sign and date** to acknowledge administrative responsibility. |
| Date: |
| ► |

**FRIENDLY EDIT AND/OR LEGISLATIVE/REGULATORY CHANGES INFORMATION** *(insert lines as req’d)*

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| **Description of Edit** | **Reason for Edit** |
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| [ ]  **SUBSTANTIVE** [ ]  **FRIENDLY** [ ]  **SUBSTANTIVE - LEGISLATIVE/REGULATORY** **Name Legislation:**  |

**APPROVAL** (to be completed for all documents and types of changes)

|  |  |  |
| --- | --- | --- |
| **Approver:** | e.g. Board of Governors (Board Educational Affairs Committee) | Full name of committee (bracket subcommittee if applicable) **or** approver’s name and position. |
| **Approval Date:** | YYYY-MM-DD | Date of meeting **or** approver’s consent |
| **Effective Date:** |  | Complete ONLY if document takes effect retroactively **or** at a future date, otherwise N/A |
| **Signature (if no minutes attached):** | ► | If approved by committee, chair or designate signs **or** attach an excerpt of minutes. |

**DOCUMENT POSTING** To be completed by content manager

|  |  |  |
| --- | --- | --- |
| Content Manager: |  | Date Posted:  |

**DEVELOPMENT PLAN OUTLINE**

Note: a Development Plan is required in order to ensure that all of the appropriate steps have been taken in developing/redeveloping a policy. This document may be revised for Policy Revision, Procedure Development, or development of other UAPPOL documents, as some areas may not apply. This is an example of the information to include, however, formatting can vary on an individual basis. The completed Development Plan should be attached to approved documents and filed with the Content Manager after publication.

**Policy Issue:**

* Issue and Scope: what is the issue and how much of the University will be affected?
* Reason: why is this policy necessary?
* Policy Statement: what is the University’s position on this issue?

**Research:**

* History of this issue
* Legal/Regulatory considerations
* Existing Material: to ensure that any existing policies/procedures published will be rescinded. (MAPPS, BOG Policy, GFC Manual, other pertinent info); and areas on websites that will need to be changed – pointing to the UAPPOL policies and procedures once published to avoid contradiction and duplication.
* Identify current practice
* Comparative study of practice at other Alberta/Canadian Universities

This information can be gathered in a number of ways including: searching websites, consulting with stakeholders, reviewing previous meeting minutes, contacting Governance offices, and reviewing existing Policy manuals. Assistance is available by contacting the [Policy Standards Office](http://www.policystandards.ualberta.ca/en/Contact%20Us.aspx).

**Reality:**

* Identify if this is a new policy or an existing that needs to be changed; identify if this is current practice being put into words.
* Identify the documents you will be developing: Policy/Procedures/Information Documents/Forms
* Linkages: what other documents will these be linked to?

**Accountability:**

If you are unsure of how to complete the table below, you may want to consult: your Development Sponsor; your UAPPOL Team support; the University Secretariat and/or the Board Office.

|  |  |
| --- | --- |
| ***Development Sponsor*** |  |
| ***Development Lead*** |  |
| ***Office of Accountability*** |  |
| ***Office of Admin Responsibility*** |  |
| ***Approver*** |  |

**UAPPOL Scope:**

This is a guideline for standardizing scope as it applies to institutional policy. The scope should be determined in consultation with the Office of Accountability; consultation may also include Governance and General Counsel as required.

Scope section for consideration of specific constituencies to whom this policy or procedure may be specifically directed.

|  |  |
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| ☐ Academic Staff and Academic Colleagues\*☐ Excluded Staff (all categories)☐ Postdoctoral Fellows☐ Graduate Students☐ Members of the Board of Governors☐ Emeriti ☐ Students in the Faculty of Extension | ☐ Support Staff☐ Third Party Contractors☐ Undergraduate Students☐ Visiting speakers/scholars☐ Visitors to Campus☐ Volunteers☐ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

*(For additional information and examples when considering the scope statement, see the Scope Guidelines in the UAPPOL Toolkit)*

**Communication Strategy:**

* who needs to know about this policy once it is approved? (deans, directors, department heads, chairs, faculty, managers, staff, students, other groups)
* how will this be communicated? (via e-mail, on your website)

**Vetting:**

* Identify stakeholders: key interest groups for this policy and the representatives for those groups.
* Vetting Strategy: in what order will stakeholders be consulted?

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| **Stakeholder (name of group/committee/unit/ person consulted)** | **Brief description of activity and outcome.** |
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| **Consider impact to various faculties across all UA campuses (including Augustana, Campus Saint Jean, Phys Ed, ALES and others)** |  |
| **AASUA**  | **Review required** |

**Approval:**

* Approval Strategy: how will this move through Governance (committees?)

**Schedule**

1. Timelines for feedback of vetting

2. Meeting schedules of approval committees

3. Arrange for rescission of all previous materials – to occur at the same time as approvals

It is important to consult with the Policy Standards Office to confirm there is no duplication or overlap of policy/procedure in development. Advice from University Governance should be sought early in the process to confirm the proposed approval path.

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