

**POLICY DEVELOPMENT RECORD**

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| Policy Name |  |
| Author of this Document |  |
| Version Date |  |

The Policy Development Record is designed to provide all necessary information for persons or committees involved in the development or approval of a new policy or a policy revision.

The Vice-Chancellor must approve the Policy Development Record prior to the draft of a revised or new policy being submitted to any University Committee for consideration.

Please read the *Administrative Governance Policy* before completing this template or draft policy. Please ensure that the draft policy is prepared using the Policy template available from the Office of the Vice-Chancellor.

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| 1. | **Rationale**  Explain the rationale for the document's development or revision. Indicate if this is a revision of an existing policy or policies or a proposal for a new policy. Indicate who or what has initiated the development or revision. | |
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| 2. | Authority  Identify the authority for this policy in the University's governing Act or its Regulations. | |
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| 3. | **Approving Body**  Will the policy be approved by the Council or the Academic Board? | |
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| 4. | **Responsible Officer and Committee**  Identify the officer and / or committee which will have primary responsibility for execution of the policy once it is approved. | |
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| 5. | **Policy History**  For an existing policy, identify the date of first approval and revision history. | |
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| 6. | **Related documents**  Identify Commonwealth or State legislation or regulation, University Regulations or Policies that relate to or impact upon this policy. Briefly explain any consequences for this Policy. | |
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| 7. | **Procedures and Schedules**  Identify any Procedures or Schedules (including forms) that will accompany the Policy. | |
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| 8. | **Definitions**  Identify any terms which may require definition in this Policy, and whether they are already defined elsewhere. | |
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| 9. | Privacy and Confidentiality  Identify any restrictions on confidentiality or privacy concerns that may relate to this Policy. Consult the University *Privacy Policy* if necessary. | |
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| 10. | **Principles**  Identify the key principles informing the policy. | |
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| 11. | **Implementation and Impact**  Identify the anticipated steps towards implementation of this Policy. Include expected impact on workload for OVC and College staff and University Committees. Identify areas of non-compliance in current practice. Identify proposed training programs or other supports. | |
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| 12. | **Policy Commencement and Review**  Identify the proposed date for commencement of this Policy and the due date for next review of this Policy, if approved. | |
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| 13. | **Policy Development Officer**  Identify the person with responsibility for the development or revision process for this Policy. | |
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| 14. | **Consultation and Approval Timeline**  List the proposed consultation and approval process including names of Committees and meeting dates. If the Policy affects Colleges, is there sufficient opportunity for Colleges to comment? | |
|  | *Date* | *Committee, officer, or body* |
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| 15. | **Vice-Chancellor Approval**  Obtain the Vice-Chancellor's signature prior to commencing the Consultation and Approval process. | |
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