|  |  |  |
| --- | --- | --- |
| **wordmark-blackPOLICY TRACKING SHEET** | **Policy No:** | **Approval Date:** |
| **Approving Authority :**  **Responsible Executive:** | |
| **Title:** | | |

**Enactment of a New Policy**

The law requires that a Policy be in place with respect to the subject matter

The Policy seeks to address a current deficit in Policy or governance

Other:

**Amendment of an Existing Policy**

The law has changed and amendments are required

The Policy is outdated. Amendments are required to better reflect current practice or context

Amendments are non-substantive (housekeeping)

Other:

**Rescission of an Existing Policy**

The Policy is not necessary: The substantive content is adequately covered by legislation or regulations

The Policy is, not necessary: The substantive content is adequately covered by, or has been incorporated

into other University Policies or Procedures

The Policy is more appropriately presented as a Procedure. The substantive content has been re-drafted as

such, and is attached

Other:

**APPROVAL TO MOVE TO CONSULTATION PHASE**

Responsible Executive(s):

|  |  |  |
| --- | --- | --- |
| Title |  | Title |
| Signature |  | Signature |
| (Print Name) |  | (Print Name) |

Designated Dean, Director or Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Executive signature indicates that the Responsible Executive(s) authorize that the attached Policy move to the Consultation Phase. The above noted Dean, Director or Manager has been designated to act as the Policy Lead through this process.

**NOTICE & CONSULTATION**

Post to SharePoint \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notice to the University Community \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UNBC Announce \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary to Senate (for referral to appropriate committee of Senate) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University Secretary (for referral to appropriate committee of the Board) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deans (for referral to College Councils) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Groups \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NUGSS, NBCGSS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Input received by the Governance Office via [Policy@unbc.ca](mailto:Policy@unbc.ca) will be collected and provided to the Responsible Executive (or designated Policy Lead).

**APPROVAL**

**For Policies requiring Executive level approval:**

Responsible Executive(s):

|  |  |  |
| --- | --- | --- |
| Title |  | Title |
| Signature |  | Signature |
| (Print Name) |  | (Print Name) |

Date of PEC Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Motion # if applicable \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Policies Requiring Board Approval**:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Motion #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notice to Senate Required Date Notice given: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By whom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name/position) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For Policies Requiring Senate Approval:**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Motion #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notice to the Board Required Date Notice Given: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By whom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name/position) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Policies Requiring Board and Senate approval:**

Approved by the Board:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Motion #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by Senate

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Motion #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTICE & RECORDING**

New or Revised Policy added to Policy inventory on SharePoint and UNBC Website – previous version archived if applicable \_\_\_\_\_\_\_

Rescinded Policy archived \_\_\_\_\_\_\_\_