

Role of the policy proponent(s)

1. Preparing for consultation

- a. When wide consultation is requested, prepare a memo to the UFV Community outlining the significant changes being proposed, and the rationale for each, or rationale for rescinding an existing policy, as well as implementation date, if different from approval date. Submit this along with the policy draft and any background material that needs to be shared with the community, to the Secretariat assistant.
- b. Compile all feedback received. The Secretariat office is able to receive and compile feedback for the policy proponent.
- c. At the end of the consultation period, compile the feedback into a memo to the approval body. Outline what is proposed, the rationale for creation or for significant changes to an existing policy. Then summarize the feedback:
 - i. Indicate how many responses received and areas that they came from (not individual names).
 - ii. List the gist of the comments. If there are several issues, a table is suggested with the headings: Comment/concern, Discussion, Action Taken

Consultation feedback memo template and sample are available here:

<https://www.ufv.ca/secretariat/policies/resources--tools/>

Submit the summary of feedback, along with the final policy draft and any supporting material from the initial submission, to the Secretariat. This will then go either to the Senate Governance Committee, which will forward to the Senate provided they are satisfied with the process, or to relevant vice-president.

- d. If there are associated procedures, the approach in these situations would be not to publish the policy until related procedures are completed and published (or ready to be published). That way, once the policy is live, any interested person can find the related information as well.

2. Rescindments

These may occur for a single policy, when it is determined that a formal policy on the topic is not required. These also may occur when a policy is incorporated into another policy on a related topic.

If a policy is being incorporated, the rescission should be addressed in the same form and process as the policy revision. Ensure that the memo to the approval committee (or to the UFV community during consultation) includes the intended rescindment.

If a policy is being rescinded separately, the Request for Review form is used, and the same process as in #1, above.

3. Once a policy is approved

- The Secretariat assistant will announce the new or revised policy to the UFV community. However, if there are significant changes that people need to be aware of, it is a good idea to write up an announcement that alerts people to these issues. Implementation dates are not usually part of the policy approval. The implementation date should always be discussed with the departments that administer the policy to ensure a successful launch of the new/revised policy
- If policy changes require calendar updates, it may be necessary to ensure that these are made.