**Policy Briefing**

To: Dr. Joanne MacLean, President and Vice‐Chancellor From: xxxxxxxxxx

Date: xxxxxxxxxxxxx

Subject: Recommendation for the (choose one: creation, deletion, **or** modification) of (policy number ‐

if deletion or modification ‐ **and** policy name)

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| --- |
| **Rationale, context, and/or history for the recommendation:** |
|  |
| **Summary of changes to the policy, if modified:** |
| * Indicate both housekeeping and substance changes
 |
| **Summary of consultation that took place:** |
| * Who worked on the recommendation?
* Length of time
* Invitation to the entire UFV community?
* Were specific people and/or groups internal and external to UFV contacted?
* Research of other universities’ policies
* Identification of best practices
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| **Summary of feedback gathered through consultation and actions taken in response to feedback:** |
|  |
| **Request for Approval:** |
| This briefing has been reviewed by (VP position and incumbent) and they are in full support of the recommendation to approve the (creation of the policy attached **or** modified policy as attached **or** deletion of policy number and name). The recommendation now requires the approval of the President and Vice‐ Chancellor. |