



**FIRST NATIONS
UNIVERSITY**
of CANADA

**Document Model – First Nations
University of Canada Policy**

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Policy – Document Structure

Each policy document may need these components:

- **Title:** policy title
 - **Number:** policy number
 - **Audience:** primary audience
 - **Issued or Last Revised:** date a new policy is released/issued to its intended audience; date a revised policy is released/issued to its intended audience
 - **Owner:** position or title of person responsible for keeping the policy current, correct, and complete
 - **Approved by:** body or office responsible for authorizing the policy for release and use
 - **Contact:** position or title and phone number of person readers may contact if they have questions or concerns
 - **Introduction:** scope, purpose and background (facts and concepts)
 - **Definitions:** policy-specific terms and their definitions (concepts)
 - **Policy:** the rules (principles, policy statements, terms and conditions, criteria)
 - **Consequences for Noncompliance:** what happens when someone does not comply with the policy
 - **Related Information:** a list of related documents (acts, regulations, strategies, policies, procedures, forms) and sites
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- **Header:** University logo and policy category
 - **Footer:** policy number, policy title, page number

Metadata

You need to collect and maintain certain information about every policy document – metadata. Some metadata terms are useful to the people who use the document. Others are useful to the people who develop, update, and manage the document.

- ↪ **Category:** policy category (controlled vocabulary: governance, operations, etc.)
- ↪ **Number:** unique number (unambiguous reference) assigned to the document
- ↪ **Title:** name or title given to the document
- ↪ **Description:** abstract, summary, or description of the document
- ↪ **Audience:** intended or primary user group (secondary user group, if applicable)
- ↪ **Owner:** title/position of the person responsible for the accuracy of the document
- ↪ **Author:** subject matter expert responsible for developing the document
- ↪ **Approval authority:** title/position of the body or person responsible for approving the document
- ↪ **Approval process:** titles of the individuals or groups that must review and approve the document before the approval authority
- ↪ **Subject:** keywords and key phrases
- ↪ **Relation:** related resources and documents
- ↪ **Replaces:** document this document replaces
- ↪ **Format:** the file format
- ↪ **Issued:** date the document is/was published
- ↪ **Last approved** (major revision): date the document was last approved by the approval authority
- ↪ **Last modified** (minor revision: no approval): date the document was last updated or changed to correct a minor error (e.g., typo, spelling error, change in terminology or ownership) or to a new format
- ↪ **Last reviewed:** date the document was last reviewed by the owner – but no changes were made
- ↪ **Next review:** date by which the owner must review the document again

Naming Conventions

The names of policy documents must be clear, descriptive (of the content in the document), concise (no more than 45 or 50 characters), and consistent in structure.

Topics and subtopics in policy documents must be clear, descriptive (of the content in the topic), concise, and consistent in structure.

Consider these conventions:

- ❖ Use a noun construction for policy documents and topics, (e.g. “Compensation for Out-of-Scope Employees” and “Conflict of Interest or Commitment”).
- ❖ Use a gerund construction for process-oriented policy documents and topics (e.g. “Requesting a New Employee Position Number” and “Establishing Scholarships, Bursaries and Memorial Funds”).
- ❖ Use a verb construction for documents and topics that are procedural (e.g. “Publish a Policy” and “Repeal a Policy”).

Review Cycle

To be useful, policy documents must be current.

Consider:

- ❖ Set a regular review cycle for all policy documents – for example, every two to three years, but...
- ❖ Update policy documents more often if necessary. For example, if a change in University process or organizational structure means a policy is out-of-date and incorrect, the policy must be updated.