POLICY REQUEST FORM

Request for a New Policy, Deletion or Modification of an Existing Policy

FIRST NATIONS UNIVERSITY OF CANADA

CONTACT INFORMATION (required)	
Requester:	**Date:**
Department:	**Phone:**
E-mail:	

POLICY INFORMATION

Nature of Request: *Select one*
☐ Review of Existing Policy   ☐ Modification of existing policy
☐ Creation of New Policy   ☐ Deletion of an existing policy

Policy Name: (Please provide a working title when requesting a new policy)

Policy Category: *Select one*
☐ Academic & Student Affairs   ☐ Employment
☐ Governance   ☐ Operations

RATIONALE/CONTEXT/HISTORY
Describe in detail why a new policy, modification, or deletion of an existing policy is required. Provide as much specific information as you can, including:

- If a new policy, describe the issues that have led to the need for a policy.
- If a modification or deletion of an existing policy, describe the issues that have arisen to justify the need for revisions or deletion.
- Cite relevant FNUniv policies, Board policy directions, external legislation, codes, etc.
- Provide a history of the development or revision of the policy

PROCESS/CONSULTATION
Describe the process that has been used or will be used to develop or modify the policy, including consultation that has occurred or should occur: research internal to FNUniv, research of other universities' policies, meetings with individuals and groups, identification of best practices, etc. Provide as much specific information as you can.

TIMING
Is there time sensitivity to the development or review process for this policy? If so, please explain.

ATTACHMENTS
List all attachments included with this request.

Please email form (in Word.doc) and attachments to the Board Secretary (lfrancis@fnuniv.ca) and retain a copy for your records

To revise an existing policy/procedure, contact the Board Secretary to obtain a copy for editing.
To create a new policy, download template online at http://www.fnuniv.ca/img/uploads/about/FNUniv-PolicyTemplate-revised_Jan_2017.pdf. To create a new procedure statement, download template online at http://www.fnuniv.ca/img/uploads/about/New_Policy-Procedure_Statement_Template.pdf

TO BE COMPLETED BY THE BOARD SECRETARY
Date request received:
Recommendation: *Select one* ☐ No policy required   ☐ New Policy required ☐ Policy revision required   ☐ Proceed with deletion
Authority: *Select one* ☐ Board of Governors ☐ President
Responsible Executive: *Select one* ☐ Board of Governors   ☐ Director, Finance ☐ President   ☐ Other ☐ VP Academic
Comments: