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**POLICY DOCUMENT DEVELOPMENT PLAN (PDDP)**

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| **Responsible Office:** | Click here to enter text. |
| **Submitted by:** | Click here to enter text. |
| **Date:**  | Click here to enter text. |
| **Name of Policy Document:** | Click here to enter text. |
| **Policy Document Action:**  | Choose an item. |
| ***\* please attach the current version of the Policy/Procedure for all actions except new and editorial*** |

**Reason for the Policy Document Action (check one or more reasons below):**

[ ]  Legal/Regulatory Requirements *(attach legal/regulatory document)*

[ ]  Best Practice

[ ]  Risk Mitigation

[ ]  Editorial

[ ]  Other (list): Click here to enter text.

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| **Description of Reason/Changes (briefly summarize details):** |
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| **Potential Impact on Operations (e.g. budget implication for implementation and/or training):** |
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| **Potential Impact on Existing Policy Documents:** |
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| **Proposed Plan for Implementation and/or Training:** |
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**Consultation:**
All Policies/Procedures (except those solely having editorial revisions) will be scheduled for review by Statutory Deans’ Council, which serves as the advisory body to the Board of Governors and General Faculties Council. After Statutory Deans’ Council has recommended the document for consultation it will be posted for two weeks (calendar days) on the University policy website (<http://www.uleth.ca/policy>) for broad University community consultation and feedback.

**Communication:**

For all Policies/Procedures (new and revised) notification of the two-week consultation will be included in Uweekly and the following groups will also be notified that the document is posted on the University policy website (<http://www.uleth.ca/policy>) for review: ULFA (University of Lethbridge Faculty Association); ESS (Exempt Support Staff) Executive; AUPE (Alberta Union of Provincial Employees) Executive; APO (Administrative Professional Officers) Executive; GSA (Graduate Students’ Association) Executive; and SU (Students’ Union) Executive.

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| **Indicate Individuals Who Are Requested to be Involved in Drafting, and Potential Groups/Offices/ Requiring Consultation Prior to Community Consultation:** |
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**PLEASE SUBMIT THIS FORM AND ATTACHMENTS TO THE UNIVERSITY SECRETARIAT OFFICE (****JODIE.GALLAIS@ULETH.CA****). APPROVAL OF THIS FORM MUST BE OBTAINED BEFORE THE DRAFTING OR CONSULTATION OF ANY POLICY DOCUMENT COMMENCES.**

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| **University Secretariat Office Use Only:** Comments from initial review of PDDP and for consideration by Policy Executives.  |
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| **Policy Executives Use Only:**Comments from review of PDDP for consideration by Responsible Office and University Secretariat Office.  |
| **Provost and Vice-President (Academic)**Comments: [ ]  I approve the PDDPDate:  | **Vice-President (Finance & Administration)**Comments: [ ]  I approve the PDDPDate:  |

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| **University Secretariat Office Use Only (summary of process):** If required, consultation completed with designated groups: Draft provided to Policy Executives for review prior to Deans’ Council: Draft to Statutory Deans’ Council: Feedback from Statutory Deans’ Council:Draft on policy site for two weeks:Feedback from policy site:Feedback provided to Responsible Office for consideration and response:Final draft provided to Policy Executives for review prior to final approval:Final approval authority:Approval effective date: |