

<b>DOCUMENT TITLE</b>	<b>Policy Update and Review Template</b>
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<b>NAME OF POLICY THE DOCUMENT SUPPORTS</b>	Policy Framework
<b>TYPE OF DOCUMENT</b>	Template
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<b>HOLDER</b>	President
<b>RESPONSIBLE OPERATIONAL LEADER</b>	President

## POLICY UPDATE AND REVIEW TEMPLATE

### PURPOSE AND/OR RATIONALE

The purpose of this template is to support employees at Camosun in proposing updates and reviews to existing policies at the College. The template asks a series of questions to guide the thinking behind the need for policy updates and reviews at Camosun.

### POLICY OVERVIEW

<b>Policy Under Review/Update</b>		
<b>Update or Review</b>	<input type="checkbox"/> Update	<input type="checkbox"/> Review
<b>Approval Body</b>		
<b>Holder</b>		
<b>Responsible Operational Leader</b>		
<b>Anticipated Date of Completion</b>		
<b>Name of Submitter</b>		

**DETAILS OF REVIEW/UPDATE PROCESS**

**Why does the policy need to be updated and/or reviewed? (Note if policy is being reviewed as part of natural review cycle)**

**Provide details of what needs to be changed in existing policy.**

**How will the changes make the policy better?**

**What will be the impact of the change on the college? (If no changes are proposed as part of policy review process, skip this question)**

**If you are changing elements of the policy, who are you consulting with and/or engaging with to ensure policy continues to meet the needs of the intended units, schools, departments, programs, and/or divisions**

**Provide a brief timeline of the policy update/review process. When do you expect for the policy to be updated and/or reviewed by?**

**What resources (financial, personnel, etc.) will you need to be successful in the update and/or review of this policy?**

**FOR OFFICIAL USE ONLY:**

Approved By (name of Policy Holder): \_\_\_\_\_

Date of Approval: \_\_\_\_\_

Signature of Policy Holder: \_\_\_\_\_