

**UNIVERSITY OF MANITOBA  
INSTRUCTIONS FOR USING POLICY TEMPLATE**

Document Reference	Policy Instructions
Document Number	Will be assigned by the Office of the University Secretary.
Document Title	Insert proposed document title.
Effective Date	The effective date will be the later of: (a) the date the Policy is approved by the Approving Body. [The Office of the University Secretary will ensure the appropriate date is inserted.]; <b>or</b> (b) a future date. [Insert the date you propose the Policy become effective.]
Review Date	The Office of the University Secretary will assign the date based on “5.0 Review”. [See below.]
Approving Body	Check the applicable box for proposed Approving Body.
Authority	Refer to specific Legislation/Bylaw/Board of Governors or Senate Policy and section number.
Contact	Insert the title of the person who you believe has the most immediate responsibility for ensuring compliance with this Policy.
Applies to	Check the appropriate box(es) showing the proposed group(s) to which this Policy applies. [With respect to “Employees”: please specify the appropriate employee organizations or employment group(s) to which this document applies.]
1.0 Reason for Policy	State the general reason for the development of the Policy (e.g., Board of Governors/Senate Bylaw, and/or Board of Governors/Senate Policy).
2.0 Policy Statement	Make a short broad Policy Statement that identifies desired outcomes over the long term. If there is more than one desired outcome: (a) number them separately; <b>or</b> (b) use a preface and a numbered list where appropriate.
3.0 Accountability	List incumbent(s) to set out who is: (a) responsible for ensuring compliance with each (or all) aspect(s) of the Policy; <b>and</b> (b) required to account for their conduct in relation to that responsibility.  For Board or Senate Policies: Include any restrictions on how the Board, Senate, Faculty/School Councils, or Administration get to the desired outcome(s).  For Administration Policies: Include any restriction on how Administration or the target audience get to the desired outcome(s).

Document Reference	Policy Instructions
4.0 Secondary Documents	The template sets out standard wording. With respect to any subsequent numbered statements: (a) Section 4.1 is to be used in all Policies; <b>and</b> (b) Section 4.2 is to be used if Administration is authorized to approve secondary documents include related limitations.
5.0 Review	Formal reviews of Policies happen every three (3) years. [The Office of the University Secretary will determine the Review date.] The template includes standard wording which must be used in all Policies.
6.0 Effect on Previous Statements	If this is the first time this Policy is proposed under the New Governing Documents System use the wording set out in 6.1A of the template.  If this is a revised Policy, insert the previous Policy number, title, and effective date in 6.1B of the template. There may be times that the standard wording does not fit appropriately, please contact the Office of the University Secretary for assistance.
7.0 Cross References	Indicate name and number of other specific Governing Document(s) which should be cross-referenced to this Governing Document. Include section number(s) if appropriate.

Also refer to the following instruction documents found at <http://www.umanitoba.ca/admin/governance/>

1. ***Governing Documents: Policy Template;***
2. ***Governing Documents: General Instructions for Drafting Governing Documents; and***
3. ***Governing Documents: Record/Routing Sheet.***

***Ensure that the Governing Document Record/Routing Sheet is attached to your drafted Governing Document, and submit both documents to the Office of the University Secretary.***