

SCHEDULE “A” POLICY FORMAT

❖ The Header shall include:

The University of Manitoba Logo.

Policy Title – the name of the Policy¹.

Effective Date – the date the Policy came into force and effect.

Revised Date – the date the Policy was last reviewed and/or revised.

Review Date – the date the Policy is due for review.

Approving Body – the person or University body under whose jurisdiction the Policy was approved.

Authority – the legislative or statutory authority, if any, upon which the Policy is based.

Responsible Executive Officer – the President, Vice President, or any other unit head, who sponsors a Governing Document Proposal that falls under his/her jurisdiction. Depending on the scope of the subject matter, a Governing Document may have more than one Responsible Executive Officer. Upon approval, the Responsible Executive Officer, or his/her delegate, will be responsible for the implementation, communication and review of the Governing Document.

Delegate – the individual or unit to whom the Responsible Executive Officer has delegated his/her obligations relating to the implementation, communication and review of a Governing Document.

Contact – the individual or unit responsible for answering general questions concerning the Governing Document.

Application – to whom the Policy applies.

❖ Part I Reason for Policy – this section describes why the Policy exists.

❖ Part II Policy Content – this section may include numerous headings and sets forth the principles that are being articulated.

¹ If the Governing Document is a By-Law or Regulation use the applicable term in place of the “Policy” reference throughout the document.

- ❖ Part III Accountability – this section describes who is responsible for the administration and interpretation of the Policy.
- ❖ Part IV Authority to Approve Procedures – this section addresses the delegation of authority, if any, for the development and approval of Procedures and sets forth the conditions related to that delegation.
- ❖ Part V Review – this section sets out the mandatory review periods, their calculation and exceptions.
- ❖ Part VI Effect on Previous Statements – this section clarifies what previous decisions, if any, are superseded by the approval of the Policy.
- ❖ Part VII Cross References – this section provides a link to other relevant Governing Documents, or Secondary Documents or legislation.