

## POLICY UPDATE AND REVIEW TEMPLATE

### PURPOSE AND 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



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.





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

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

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s9.