Title of Policy:

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| --- | --- |
| Office of Administrative Responsibility:  Policy Owner (Sponsor):  Approving Body: | Category:  Policy Number:  Last Revision Date:  Effective Date:  Next Review Date: |

## Purpose:

State the overarching purpose of the policy (the “why?”).

## Principles:

Identify one or more guiding principles on which this policy is founded. These principles should be aligned with the University’s mission, vision, and values statement.

## Policy:

A concise statement of the University's position on [topic]. Addresses 'what' and 'why' and is based on guiding principles.

## Scope of this Policy:

Defines the individuals, groups, locations, resources, and timeframes to which this policy applies. It also identifies related policies, legislation, and agreements and explains their relationship to this policy.

**Out of Scope of this Policy**

Defines the individuals, groups, locations, resources and timeframes to which this policy does not apply. This may not be applicable to all policies.

## Responsibilities:

Indicate what responsibilities are assigned, and to whom, under the policy. If there are different categories or levels of responsibility, this section can be used to delineate these.

## Non-Compliance:

If applicable, a statement can be made about the consequences of non-compliance with this policy. The standardized language (adaptable as necessary) is as follows:

The University of Saskatchewan expects that its faculty, staff, students, post-doctoral students, visitors, contractors and agents will comply with this policy. Should there be reason to suspect that laws or university policies have been or are being violated, and the university may suffer reputational, financial or other harm as a result of non-compliance, this may constitute grounds for disciplinary or legal action in accordance with any applicable agreements, contracts, collective agreements, regulations or policies, legislation or common law principles.

## Definitions

The source of institutional approved definitions is in the Academic and Curricular Nomenclature.

Insert any definitions so that the reader of the policy or procedure can easily understand the context and meaning within the institution.

* **Office of administrative responsibility:** Indicate the office or department within the university that is accountable for the development, implementation of a specific policy, procedures and guidelines. This office ensures that the policy is effectively communicated, adhered to, and reviewed periodically to remain relevant and up-to-date. The office of administrative responsibility coordinates with other university units, departments and stakeholders to ensure compliance and address any issues related to the policy.
* **Policy Owner (Sponsor):** Indicate the senior administrative position responsible for the policy (the sponsor). See the link for latest list of contacts: https://governance.usask.ca/documents/governing/org-chart.pdf
* **Approving Body:** The University Secretary or designate will determine the appropriate approval pathways for the policy. The University Secretary (or delegate) will work with the Policy Owner (or delegate) to forward the policy for approval, as per each governing body's own bylaws and procedures. e.g. Board of Governors, Council, Senate, PEC.

## Related Policies/Documents/Procedures

Lists and links to related University policies, procedures, and other relevant documents.  
[Academic and Curricular Nomenclature](https://governance.usask.ca/governance/nomenclature.php)

## Applicable Legislation or Regulations

Lists and links to Applicable Legislation or Regulations if applicable.

## Revision History

## Please list the historical information in chronological order from oldest to newest.

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| --- | --- | --- |
| **Date initially approved and**  **date(s) re-formatted or revised** | **By who and what type of revision** | **Maintained by** |
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