

## 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)

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

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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.