

# Policy Development Guide

This guide presents general

### Stage 3: Drafting the Policy

Policy development should be a transformative and relational process. Policies can contribute to creating a pathway for greater equality, diversity, and inclusion, which requires a conscious effort to construct a community of people where each feels included and each one's capacity is strengthened. Although consultation and groups of interest's participation contribute to the relational aspect of the process, the role of the state is crucial in ensuring that the policy is implemented effectively and equitably.

required to apply a policy. They are not mandatory; however, they will establish a "best practice" for applying a policy and can assist with its interpretation. Take a look at guidelines associated with previously approved university-wide policies for guidance.

#### Stage 4: Post-Drafting Consultation Process

Consultation from a variety of groups of interest should take place in advance of bringing a policy to the Policy Advisory Subcommittee (PASC) for review.

As part of the consultation and submission to the Subcommittee, you should work through the I-EDIAA Impact Assessment form and review it as required with the Human Rights and Equity Office and the Office of Indigenous Initiatives.

While the feedback you receive from some of those consulted may not be relevant to developing your policy or procedures, it is essential to both engage in a sincere effort at consultation and carefully consider what you learn. If you choose to keep your draft the same as it was before you consulted, those with whom you met should have a clear idea of why their suggestions will not be reflected in the final version of the policy. Such an understanding can make the process of post-approval policy implementation much smoother.

In this stage, you can inquire, for example, whether the policy draft is straightforward to understand and whether the information provided in the policy is objective and relevant to its purpose.

#### Stage 5: Submission and Approval

If applicable, have your unit and Faculty/School approve the draft policy.

Complete the Policy Coversheet Template and forward it, along with your draft policy, procedure, and guidelines documents to [policies@queensu.ca](mailto:policies@queensu.ca) with a request that the item is added to a future PASC agenda for review. In addition, include your completed Equity Impact Assessment and Consultation Plan.

The PASC secretary will review the draft policy and accompanying documents and contact you with a proposed date to attend a PASC meeting. You, or an appropriate representative from your unit, will have the opportunity to attend the meeting to explain the policy's development and answer questions from Subcommittee members.

Following PASC consultation, it can then be submitted to the Senior Leadership Team for permission to post for public consultation as required. The University Secretariat will post it on its website for two weeks to allow university community members to provide feedback.

Once community feedback is considered, you can submit the policy to