

## Policy Framework Appendix 1 – Policy Framework Procedures and Templates

### Development of a New Policy - Process

1. Seek approval from your Senior Leadership Team member for the development / drafting of a new policy.
2. Use the policy template provided on the [UC Policy Library webpage](#).
3. Present the new draft policy for review to (in order):
  - a. Approval Authority (Senior Leadership Team member) for initial review.
  - b. Vice-Chancellor.
  - c. Senior Leadership Team.
4. Undertake consultation where appropriate.
5. Consult with the Academic Board if your policy is academic based. If unsure whether this is required, refer to the UC Policy Unit ([ucpolicy@canterbury.ac.nz](mailto:ucpolicy@canterbury.ac.nz)).
6. Finalise draft policy and present to the Approval Authority for approval.
7. Provide the UC Policy Unit ([ucpolicy@canterbury.ac.nz](mailto:ucpolicy@canterbury.ac.nz)) with:
  - a. a finalised Word version of the policy;
  - b. confirmation of the review process undertaken;
  - c. written approval (email) from the Approval Authority.
8. The UC Policy Unit will review the format of the policy, finalise it and publish it in the UC Policy Library (UC internet website).
9. The UC Policy Unit will confirm that the policy has been published.

### Reviewing an Existing Policy - Process

1. Seek a Word version of the current policy from the UC Policy Unit ([ucpolicy@canterbury.ac.nz](mailto:ucpolicy@canterbury.ac.nz)).
2. Update the Word version of the policy using tracked changes.
3. If the policy is undergoing a Major Review, present the revised policy for review to (in order):
  - a. Approval Authority (Senior Leadership Team member) for initial review.
  - b. Vice-Chancellor.
  - c. Senior Leadership Team.
4. Undertake consultation where appropriate.
5. Consult with the Academic Board if your policy is academic based (refer to list of policies requiring Academic Board consultation on the [UC Policy Library webpage](#)).
6. Finalise revised policy and present to the Approval Authority for approval.
7. Provide the UC Policy Unit ([ucpolicy@canterbury.ac.nz](mailto:ucpolicy@canterbury.ac.nz)) with:
  - a. a finalised Word version of the policy, that shows the tracked changes to the current published version of the policy;
  - b. confirmation of the review process undertaken;
  - c. written approval (email) from the Approval Authority.
8. The UC Policy Unit will review the format of the policy, finalise it and publish it in the UC Policy Library (UC internet website).
9. The UC Policy Unit will confirm that the revised policy has been published.

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#### **Policy Framework v. 6.00**

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