# Policy document approval template

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| This form is to be completed by the Policy Advisor for new policy documents, or upon completion of a major review, and accompanies the final draft of a new or amended policy document that is being submitted to the approving authority for approval.  |
| **POLICY INFORMATION** |
| **Title** | [Insert policy document title] |
| **Approving authority** | [Insert name of approving authority] |
| **Date submitted** | [Insert date] |
| **Approval of policy document** | 🞏 New  | 🞏 Amendment to existing  | 🞏 Rescission  |
| **Policy document category** | 🞏 Academic | 🞏 Governance | 🞏 Operational |
| **Policy advisor** | [Name and position] |
| **Contact details** | [Telephone number and email address of Policy Advisor] |
| **REASON FOR NEW DOCUMENT, AMENDMENT OR RESCISSION** |
| Please attach a copy of the endorsed Policy Document Proposal.  |
| **PROCESS** |
| Has the Policy Review Checklist been completed? Please attach. | 🞏 Yes | 🞏 No |
| If it was required, has an Implementation and Communication Plan been completed and endorsed? Please attach. | 🞏 Yes | 🞏 No |
| **CONSULTATION**  |
| Was consultation undertaken as outlined in the proposal?If yes, please attach the completed Consultation Feedback Log. | 🞏 Yes | 🞏 No |
| If no, please provide information as to the reason why. |
| **ENDORSEMENT**  |
| In accordance with the [Policy Governance Procedure](https://policies.griffith.edu.au/pdf/Policy%20Governance%20Procedure.pdf), confirm endorsement of proposal.  |
| Head of Element | 🞏 Yes | 🞏 No |
| Policy Library Manager | 🞏 Yes | 🞏 No |
| Executive Group Member whose portfolio is responsible for the content | 🞏 Yes | 🞏 No |
| Executive Group or Committee recommends to relevant Approving Authority | 🞏 Yes | 🞏 No |
| **COMMENTS**  |
| Outline variations to the usual endorsements, including special approvals. |
| **RELATED POLICY DOCUMENTS AND SUPPORTING DOCUMENTS** |
| List any related or supporting documents that will be developed to set out the necessary processes, practices and actions to give effect to the new or amended policy. |
| **CONSEQUENTIAL CHANGES** |
| What amendments to other University policy documents will be required if the proposed policy / amendment is approved? If the policy document title has changed, the Delegations Register will also need to be updated. Please include this in the table of changes below. Please list the relevant documents and the changes required. Attach marked up copies if necessary.  |
| Policy Document Title | Document Number | Policy Advisor |
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| **ONCE APPROVED NOTIFY:** **THE RESPONSIBLE OFFICER AND** **CORPORATE GOVERNANCE** **(FOR GOVERNANCE/OPERATIONAL) OR** **STUDENT CREDENTIALS** **(FOR ACADEMIC).** **THE DOCUMENT WILL THEN BE PUBLISHED TO THE POLICY LIBRARY AND THE POLICY LIBRARY MANAGER WILL:****UPDATE THE** [**REGISTER OF POLICY CHANGES**](https://policies.griffith.edu.au/)**UPDATE THE** [**DELEGATIONS REGISTER**](https://www.griffith.edu.au/about-griffith/corporate-governance/delegations-framework) **(IF REQUIRED)****COMMUNICATE THE CHANGE VIA THE POLICY AND DELEGATIONS UPDATE (WHICH IS EMAILED TO ALL STAFF).**  |