Policy Revision

Policy revisions may be prompted in a number of ways, including:
- the regular review period as dictated by policy
- an issue raised
- process improvement
- minor edits/clarification

Approval Authority (VP or higher)

Review revised Policy → Approved? → No

Approved? → Yes

Executive Director, University Governance

Policy revision request received → Review revision request → Revision required? → No → Inform requester - If new policy is required, see New Policy Process Map

Revision required? → Yes

Review revision → Revision Accepted? → Yes → Change meaning of Policy? → No → Publish revised Policy - post to website - update synopsis - file definitive source

Change meaning of Policy? → Yes

Revision Accepted? → No

Owner

Review revision → Revision Accepted? → Yes

Revision Accepted? → No

Communicate Policy revision, if required

Author (could also be the Owner)

Revise Policy