

PROCESS – Rescinding a Policy Document

- A. If the policy document is not being replaced:
- Need for the rescission of a policy document is identified and brought forward to Policy Sponsor or initiated by Policy Sponsor
 - Policy Sponsor appoints Responsible Office
 - Responsible Office identifies any other policy documents which refer to the policy document proposed for rescission, and which will require review and revision as a result of the rescission. This may require the conduct of a search in the approved policies folder of the MacEwan Staff Policy drive for reference to the Policy or Procedure being brought forward for rescission
 - Responsible Office brings plan forward to Policy Advisory Group with the *Policy Document Rescission Proposal Form*, ensuring all policy documents which refer to the Policy or Procedure proposed for rescission identified on the form
 - Once a recommendation to proceed is received from the Policy Advisory Group, Responsible Office takes the policy document through required consultation directly with identified Primary Stakeholders and Internal Review Groups
 - Primary Stakeholders and Internal Review Groups review proposed policy rescission when requested by a Responsible Office and provide feedback/input directly to the Responsible Office
 - Responsible Office revises the draft policy rescission plan as necessary based on feedback/input received from Primary Stakeholders and Internal Review Groups
 - Responsible Office completes the *Statement of Purpose for Policy Feedback Form* and provides both the form and the policy document to the Policy Advisory Group by email for posting on policy website for general consultation
 - Policy Advisory Group posts the form and policy document proposed for rescission as a Google Doc on policy website for 20 business days

- University Faculty, Staff, Students, and Administration review proposed policy document rescission when posted and provide feedback through the policy website as desired
- At the end of 20 business days, Policy Advisory Group consolidates all feedback received and sends the feedback to the Responsible Office for consideration
- Responsible Office reviews feedback received and revises the draft policy document rescission plan as required
- Once all consultation has concluded, Responsible Office brings the policy document back to the Policy Advisory Group with the *Request to Proceed to Policy Document Approval and/or Rescission Form*
- Once recommendation to proceed for approval received from the Policy Advisory Group:
 - (a) If an Academic Policy, the Responsible Office sends the Policy (with a copy of the Policy Advisory Group's recommendation) to GFC Executive Committee for recommendation for approval of the rescission,
 - (b) If an Administrative or Governance Policy, the Responsible Office sends the Policy (with a copy of the Policy Advisory Group's recommendation) to PPC for recommendation for approval of the rescission. Once PPC recommends for approval, Responsible Office submits the Policy to the appropriate Board Committee for recommendation for approval to the Board or
 - (c) If a Procedure, the Responsible Office sends the Procedure (with a copy of the Policy Advisory Group's recommendation) to either GFC Executive Committee or PPC (as appropriate) for approval of the rescission¹
- Once all recommendations for approval have been received, Responsible Office submits the Policy to Board and/GFC for approval of rescission

¹ Responsible Offices are requested to submit policy documents to PPC or GFC Executive Committee for approval following the standard procedures and templates used with any other document being submitted to those groups

- Once final approval of the rescission is received from either the PPC or GFC Executive Committee (if a Procedure) or the Board or GFC (if a Policy), Responsible Office provides the Office of General Counsel with confirmation of approval
 - Rescinded policy document is removed from the Official Policy Repository by the Office of General Counsel
- B. If an existing Policy or Procedure is being replaced by a new Policy or Procedure:
- Responsible Office identifies any other policy documents which refer to that Policy or Procedure, and which will require review and revision as a result of the rescission. This may require the conduct of a search in the approved policies folder of the MacEwan Staff Policy drive for reference to the Policy or Procedure being brought forward for rescission
 - The existing Policy or Procedure to be rescinded comes forward to the Policy Advisory Group at the same time as the new Policy or Procedure that is replacing it (with the *New Policy Document Proposal Form*) and with all policy documents which refer to the Policy or Procedure proposed for rescission identified on the form
 - The appropriate new policy document approval process (depending on whether policy document is a Policy or Procedure) is then followed