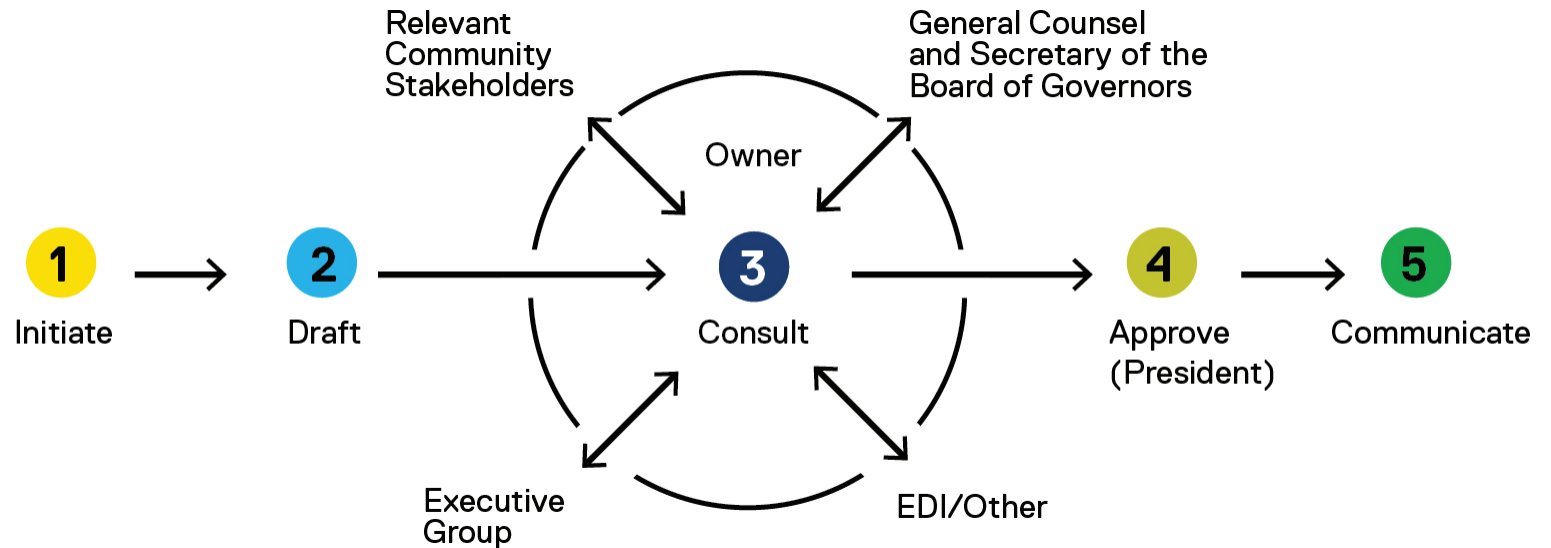**Ryerson University**

Review and Approval Process for Administrative Policies

The Framework establishes the procedure by which policies are reviewed, updated, approved, consolidated and retired.

Relevant Community Stakeholders

General Counsel and Secretary of the Board of Governors

Owner

3

Consult

1 Initiate

2 Draft

Executive Group

EDI/Other

4 Approve (President)

5 Communicate

Overview

Step 1: Initiate	Step 2: Draft	Step 3: Consult	Step 4: Approve	Step 5: Communicate
Owner initiates policy development or review process by notifying Office of the General Counsel and Board Secretariat (GCBS). Owner to clarify who the Approver will be (a senior executive or the Board of Governors).	Owner addresses policy gaps or needs; drafts or reviews policy; and provides draft to GCBS.	Owner consults GCBS which will assist with legal review, drafting, formatting, template alignment, and research. Owner seeks input from relevant community stakeholders including those who may be affected by the policy. Owner considers the policy's impact from an equity, diversity and inclusion perspective and may also consider consultation with EDI experts. Owner gathers feedback from the Approver and the Executive Group.	The Approval process is completed once the Approver obtains the President's approval. The Owner then provides written evidence of the approval to GCBS. The policy may require Board Approval in certain specific circumstances.	Owner sends the approved policy to GCBS which posts approved policy on the University Administrative Policies website. Owner and GCBS may collaborate to develop additional communication strategies.

For more information on the approval process for administrative policies, please refer to the **Administrative Policies Framework Procedure** at www.ryerson.ca/policies/