

WORKFLOW ONE

CLASSIFICATION OF THE NEED TO BE ADDRESSED

STARTING EVENT: AWARENESS THAT SOME KIND OF PROCESS IS REQUIRED TO RESPOND TO A SITUATION

EXTERNAL FACTORS

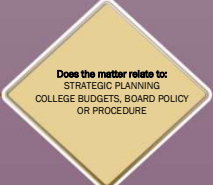
- Changes in binding policy
- Changes in legislation
- Changes in social/cultural environment
- Identification of inefficiency
- Identification of unfairness
- Identification of inconsistency
- Risk Management

DECISIONS/ACTIONS

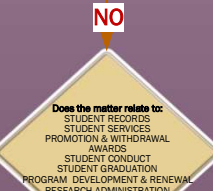
INITIAL DISCUSSIONS:
DO WE NEED SOMETHING ENTIRELY NEW OR CAN WE WORK WITH WHAT WE'VE GOT?



NEXT STEPS INVOLVE:
HUNTING AND GATHERING, REVIEWING FRAMEWORK AND IDENTIFYING THE SUBJECT MATTER



IT'S A BOARD POLICY;
REFER TO PRESIDENT'S OFFICE

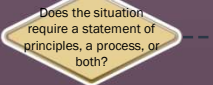


IT'S AN ACADEMIC DIRECTIVE



IT'S A NON-ACADEMIC DIRECTIVE

Does the item relate strictly to the internal functioning of a Department or involve the interpretation of an existing directive by a Department?



IT'S A DEPARTMENTAL PRACTICE;
REFER TO DEPARTMENTAL PRACTICE FRAMEWORK AND APPENDICES

IT'S A POLICY/PROCEDURE

DATA COLLECTION/CONSIDERATIONS

- Reach Out: Manager, Policy/Procedure Holder, Senior Team
- Determine: Where/who the need coming from and talk to them
- Define: What exactly is the problem to be addressed
- If there is an existing directive, can it be revised to reflect current reality?