

The following email template is to be used by designated policy owners when communicating new or updated College operational policies and procedures.

Loyalist College continues to work on strengthening its policy framework by developing and updating its operational policies and procedures. On behalf of *(title of the policy sponsor)*, the following policies/procedures have been *revised/developed (use the most applicable word)*. *If the email contains documents that have been developed and some that have been revised, then “developed/developed” may remain*):

- *List the policy, procedure, and related documents as links in bullet points.*
- *If there is a new document among documents that have been revised include “(NEW)” at the end of the title. For example, ADMIN 100 Appendix E – Email template (NEW)*

(Include a brief description of the policy/procedure. Example: Policy ADMIN 100 outlines the parameters of policy development and the steps that must be followed when developing or revising policies and procedures. The appendices include the policy and procedure template, a briefing note to be used at the approval stage, a flow chart, and an email template for College-wide communication.)

These documents were developed/revised (explain why the policies/procedures were developed or revised. Reasons may include changes to internal practices, changes to practices of an external stakeholder, new/updated legislation)

If you have any questions, please do not hesitate to contact (name of contact person, in most cases this will be the policy owner).

Sincerely,

Name

Position

Sample e-mail

Dear Colleagues,

Loyalist College continues to work on strengthening its policy framework by developing and updating its operational policies and procedures. On behalf of *the Senior Vice-President, Strategic Planning and Institutional Effectiveness*, please note that the following policy, procedure and supporting documents have been revised.

- *ADMIN 100 Developing Policies and Procedures (replaces ADMIN 101A)*
- *ADMIN 100 How to Develop College Operational Policies and Procedures (replaces ADMIN 101A)*
- *ADMIN 100 Appendix A College Operational Policy Template (replaces ADMIN 101A Appendix A)*
- *ADMIN 100 Appendix B College Operational Procedure Template (replaces ADMIN 101A Appendix C)*
- *ADMIN 100 Appendix C Policy/Procedure Briefing Note Template (NEW)*
- *ADMIN 100 Appendix D Policy Communication Email Template (NEW)*

The policy outlines the parameters of policy development and outlines that each policy/procedure now indicates both a policy sponsor and a policy owner and these roles are elaborated on in the documents. The procedure provides the steps that must be followed when developing or revising policies and procedures. Appendices A and B are policy and procedure templates. Appendix C is the covering briefing note template that is to accompany all new and revised policies/procedures. It will provide background and context to CET to inform their decision making. Appendix D is a template for the email communication each policy owner must use when informing the College community of the new or revised policy/procedure.

These documents were recently revised to create a new process for policy development at the College. They have been posted on myLoyalist under the ADMIN section of the Policy and Procedure Manual.

If you have any questions, please do not hesitate to me.

Sincerely,
Kirsten Mason-Holder
Manager, Policy and Governance