

Time to GO with the FLOW

Approval Flow Chart and Additional Resources

Approval Flow Chart and Additional Resources
Office of the Dean
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Introduction:
This approval checklist and flow chart will help guide you through the process of getting your item to the right group/committee for approval.

You want to make sure that:

- There is a need for the item.
- The item you are considering actually meets the needs of the intended participants.
- The item you are considering has clear goals to be achieved.
- When considering a particular project, document, committee or program, as part of a larger project, it is being developed in a way that meets the needs of the intended participants.
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Some of these questions may be answered via stakeholder consultation. Stakeholder consultation can help to determine what is important, particularly to those implementing and those using the program. It can also contribute to identifying a model or process. Certain items may require a more formal process.

To determine the process or required stakeholder engagement (SME), review the item and communication plan with the Approval Authority, the Office of the Dean, and/or Corporate Secretary for assistance.

Important: A **Flowing Note** is required with each item along with the appropriate information. For information on required documents, see the [Links and Contacts](#) website.

Pre-approval Checklist:

- Review [Dean's Handbook](#) and [Academic](#) website.
- If your item is a policy/procedure:
 - Check for existing policies/procedures and review Policy/Project need by checking policy manuals, regulations, and requirements.
 - Identify policy/procedure needs in consultation with the Approval Authority - obtain approval from the Dean.
- Consult with the Policy Manager for guidance.
- Create a **Flowing Note** and Appropriate Templates (check change versions are required for approval, see [policy \(documents\)](#) (access as a public).
- Review item content and identify needed process and procedures.
- Draft new or revised form for approval.
- Consult with the Office of the Dean's Secretary - Manager of Policy and Governance Relations to help determine which approval route is available.
- Determine the approval route (i.e., Executive Group, Academic Council, Board).
- Complete the item communication needs to inform stakeholders (public release) (communication plan to be included in the flowing note).

Post Approval Checklist:

- Follow communication and communication strategy.
- Provide implementation (as appropriate).
- Set plan for scheduled review.
- Consult with the Office of Institutional Excellence to plan measurement and compliance.



Key Terms and Additional Information:

Applicable Source:	Stakeholder groups, with committees in which your item would have input and consultation.
Approval Authority:	Designated authority for the portfolio.
Flowing Note:	Must accompany all items. For guidance and templates, please contact with approval@utoronto.ca or 8006302466 .
Internal / External Stakeholder Group:	Units, Committees, Faculties/Program Reference Groups, Indigenous Reference Group, Deans, etc.
Item:	The FCM as the policy, project, presentation, etc. that you would like to bring forward for approval.

Authority Flow Examples:
Certain items will fall under a specific committee/authority flow. If your item meets the criteria below, it should follow the flow when deciding which applicable source and approval body you will need to refer to next. Forward to the Approval File.

Financial Decision Approval Cycle	Academic Program Decision Approval Cycle	Special Project, Initiative or New Unit Policy
Portfolio / Unit / Committee	Portfolio / Unit / Committee	Portfolio / Unit / Committee
ERT if applicable	Vice Dean Academics / Education Deans	ERT if applicable
Budget Committee	Office of the Dean	BC (if finance related)
MISGAG	Executive Group	Executive Group
Office of the Dean	Academic Council	Board of Directors - if applicable
Executive Group	Joint Senate Committee - if applicable	Board of Directors - if applicable
Board of Directors - if applicable	Senate - if applicable	Senate - if applicable

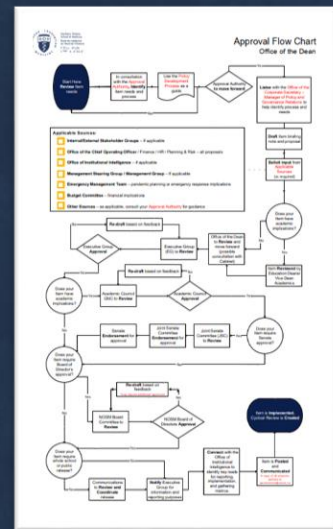
Planning and Meeting Cycle:
When planning your approvals, it is important to understand the Governance and Administration planning and meeting cycle. The meeting planning cycle is defined and governed by the Board of Directors meetings. Research committees/work group meetings must follow the sequence below.



Tentative Meeting Dates:
Dates are subject to change. If your project hinges on dates outlined please check with the Chief Administrative Officer, the Office of the Dean or Corporate Secretary.

Quarter	Month	Meeting	Date
Q1	AUG-OCT	Management Steering Group	August 20, 2020
		Budget Committee	September 21, 2020
		Board Executive Committee	September 19, 2020
		Executive Group	September 17, 2020
		Management Planning Group	September 14, 2020
Q2	NOV-JAN	Management Steering Group	September 20, 2020
		Executive Group	October 5, 2020
		Academic Council	October 6, 2020
		Management Steering Group	October 10, 2020
		Budget Committee	October 20, 2020
Q3	FEB-APR	Board Executive Committee	November 10, 2020
		Executive Group	November 12, 2020
		Management Planning Group	November 10, 2020
		Budget Committee	November 20, 2020
		Executive Group	November 20, 2020
Q4	MAY-JUL	Management Steering Group	December 11, 2020
		Executive Group	December 10, 2020
		Academic Council	December 11, 2020
		Board Executive Committee	January 14, 2021
		Executive Group	February 4, 2021
Q1	AUG-OCT	Management Steering Group	February 11, 2021
		Budget Committee	February 11, 2021
		Executive Group	February 11, 2021
		Academic Council	February 11, 2021
		Executive Group	March 10, 2021
Q2	NOV-JAN	Management Steering Group	March 10, 2021
		Executive Group	April 1, 2021
		Academic Council	April 1, 2021
		Board Executive Committee	April 16, 2021
		Executive Group	April 16, 2021
Q3	FEB-APR	Management Steering Group	May 4, 2021
		Executive Group	May 4, 2021
		Academic Council	May 4, 2021
		Board Executive Committee	May 14, 2021
		Executive Group	May 14, 2021
Q4	MAY-JUL	Management Steering Group	May 27, 2021
		Executive Group	May 27, 2021
		Academic Council	May 27, 2021
		Board Executive Committee	June 10, 2021
		Executive Group	June 10, 2021

Notes: *Dates may be subject to change. Please check with the Chief Administrative Officer, the Office of the Dean or Corporate Secretary.



Approval Flow Chart and Additional Resources

- Created to provide clarity to the approval process
- Ensure that you have the correct documentation and templates needed in order to have your ITEM moved through the appropriate approval bodies
- Ideally this will minimize the chances of your ITEM not being approved

Briefing Note Template FAQ

Why do I need a briefing note?

- Approval bodies will NOT approve your ITEM unless a briefing note is included. It is a tool to effectively inform decision makers about your ITEM so they have the complete picture prior to approval.

Four pages! I thought a briefing note was supposed to be brief?

- Sections in the template are to be used as a guide only. You can omit any sections that are not relevant to your ITEM.

“It takes a long time to write short” – Blaise Pascal, 1665

Questions, Suggestions and Concerns

Take some time to review:

- [Policies, Procedures and Approvals site](#)
- [Briefing Note Template](#)
- [Refreshed Document Central](#) – more information to come

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