
Policy Title:	Policy Development and Administration	
Policy No:	1505	Approval date: August 7, 2015
Approval Body:	President	
Effective Date:	August 15, 2015	Review date: August 2017

Purpose

The purpose of this Policy is to provide a set of standards for the development of University policies and their regular review. Policies are developed and maintained to ensure compliance with legal and regulatory requirements; to manage risk; to provide standards and guidance for appropriate decision making; and to support the achievement of the University's mission and goals.

Scope

This policy applies to the development of policies relating to the operation of the University, including those that are the responsibility of Academic Council, the Administration and the Board of Governors. This policy does not apply to by-laws or governance policies developed by the Board of Governors or Academic Council in relation to their own governance.

Policy Statement

1. University policies should be principle based statements that are followed in the development of procedures, decision making, and daily functioning of the University.
2. Policies should be consistent with the mission and goals of the University and with responsibilities of the Board, Academic Council, and Administration of the University where:
 - a. Board of Governance is responsible for the management, control of property, revenue, and business affairs of the University
 - b. Academic Council is responsible for the academic governance of the University
 - c. The President is responsible for the administration of the University as delegated by the Board of Governors.
3. University policies are binding on members of the University community.
4. University policies should be current, functional, and reviewed on a regular basis, preferable every two to three years.
5. University policies should be easily accessible to the University community.
6. Policy development should be inclusive process with an appropriate level of input from relevant members of the University community, such as those who may be affected by the policy.
7. Members of the University community are responsible to familiarize themselves with the University policies.

Definitions

These definitions apply to terms as they are used in the policy template for the development of policies.

Word/Term	Definition
<i>Policy</i>	A Policy has the following attributes: it is a principle-based statement that must be followed in carrying out the activities of the University; is binding on members of the University community; and the subject matter requires approval of the Board of Governance, Academic Council or the President to establishment or revise.
<i>Related Policies</i>	Related Policies listed in a policy document will include those policies that are: referred to in the policy document; govern topics of a similar nature; govern topics that may overlap or are often associated with the topic of the policy (eg. transfer credit and PLAR); and other policies that would be useful to reference in association with the topic of the policy document.
<i>Scope</i>	The committees, administrative units, or members of the University community to which the policy applies.
<i>Purpose</i>	The reason for the establishment of the policy in relation to its governance purpose. The purpose statement of a policy is closely tied to the statement of scope.
<i>Responsibility</i>	The individual(s) or group(s), listed by title or administrative unit, that are responsible for the implementation and administration of the Policy. The Responsibility section of a policy document may indicate a single individual or group that has overall responsibility and authority, including delegation of authority, for the policy or may list individuals and/or groups and specify areas of responsibility and authority.
<i>Regulations</i>	The specific rules for implementation of a policy or elements of a policy.
<i>Procedures</i>	The series of actions that are performed in a particular way that operationalize the principles and statements of a policy and its regulations.

Related policies

Policy Number	Policy Title
N\A	N\A

Responsibility

- The President is responsible for the overall administration of policy development.