

POLICY ON UNIVERSITY POLICIES AND PROCEDURES

University Policy No.: GV0100

Classification: Governance

Approval Authority: Board of Governors

Effective Date: November 2012

Supersedes:

Last Editorial Change: August 2017

Mandated Review: November 2018

Associated Procedures:

Procedures Relating to the Policy on University Policies and Procedures

POLICY PURPOSE

University Policies and Procedures should be current, functional and readily accessible to the university community. The purpose of this policy is to define and set standards for University Policies and Procedures, including a requirement for their periodic review.

DEFINITIONS

- University Policy - defined by *all* of the following criteria:
 - a. It is a principle-based statement to be followed in carrying out the activities of the university;
 - b. It has a broad application throughout the university and is binding on members of the university community; and
 - c. The subject matter is such that it requires Board of Governors, presidential or vice-presidential review and approval for policy issuance and revision.
- Procedure - a process or set of steps to be followed in order to give effect to a University Policy

POLICY

A University Policy should promote governance, management practices, and behavior consistent with the university's core principles; advance the university's mission; comply with applicable laws and regulations; promote operational efficiencies; and/or reduce institutional risk.

Roles and Responsibilities

1.0 A University Policy will specify:

- 1.1 An Approving Authority: the individual or body responsible for final approval of a University Policy. Approving Authorities include:
- a. The Board of Governors, which approves University Policies relating to the management, administration and control of the property, revenue, business and affairs of the university;
 - b. The Faculty Council, which approves University Policies relating to the academic governance of the university;
 - c. The President, who approves University Policies in his capacity as Chief Executive Officer of the university;
 - d. The President acting on authority delegated by the Board of Governors; or
 - e. A Vice-President acting on authority delegated by the Board of Governors or the President.
- 1.2 A Designated Executive Officer, the President or Vice-President who is designated to be responsible and accountable for the:
- a. Development, implementation, maintenance and review of a University Policy;
 - b. Education of members of the university community about a University Policy;
 - c. Promotion and monitoring of compliance with a University Policy; and
 - d. Development of a new University Policy within the scope of his or her authority or portfolio.
- 1.3 A Procedural Authority: the individual or body responsible for the approval of Procedures established under a University Policy and any amendments to them; and
- 1.4 A Procedural Officer: the individual or body responsible for the development and recommendation of the Procedures established under a University Policy and any amendments to them.
- 2.0 A Vice-President will normally be named as the Designated Executive Officer for a University Policy within the scope of his or her authority or portfolio.
- 2.1 If a University Policy is within the scope of authority or the portfolio of more than one Vice-President, multiple Designated Executive Officers may be named.
- 2.2 The President will normally be named the Designated Executive Officer for a University Policy that is institutional in nature and transcends Vice-Presidential portfolios.
- 3.0 The Designated Executive Officer for a University Policy may also be specified as the Procedural Authority or the Procedural Officer or both.
- 4.0 Members of the university community are responsible for familiarizing themselves with and complying with University Policies and Procedures.

- 5.0 Individuals in senior administration and management positions are responsible for making a reasonable effort to ensure that members of the university community in their areas and units are informed of University Policies and Procedures that govern their activities.
- 6.0 The Office of the University Secretary is the official repository for University Policies.
- 6.1 The University Secretary will maintain records of delegations of authority by Approving Authorities that occur under this policy.
- 7.0 The University Secretary may make editorial changes to a University Policy or Procedures, provided that such changes do not substantively affect the University Policy or Procedures. Editorial changes are subject to approval by:
- a. The Designated Executive Officer, in the case of editorial changes to a University Policy;
or
 - b. The Procedural Authority, in the case of editorial changes to Procedures.

Format

A University Policy will be classified and presented in the format prescribed by the Procedures Relating to the Policy on University Policies and Procedures.

Procedures

Procedures associated with a University Policy may be developed subsequent to the establishment of the University Policy.

The Approving Authority for a University Policy has the authority to specify:

- a. The Procedural Authority; and
- b. The Procedural Officer.

Effective Date

A University Policy becomes operational and enforceable upon approval or at a later date specified by the Approving Authority.

Procedures associated with University Policy become operational and enforceable upon approval or at a later date specified by the Procedural Authority.

Review

A University Policy must undergo a substantive review every seven years, but may be reviewed at any time as needed.

Procedures associated with a University Policy must be reviewed when the University Policy is reviewed, but may be reviewed at any time as needed.

Other Policies and Agreements

Faculties and other academic and administrative departments may establish local department policies and procedures, but such policies may not contradict University Policies.

Where a University Policy or Procedure conflicts with any agreement between the university and its faculty or staff, the provisions of the agreement will prevail.

Reporting

The President will report annually to the Board of Governors on University Policies developed and reviewed during the year and the action taken or recommended.

AUTHORITIES AND OFFICERS

The following is a list of authorities and officers for this policy:

- a. Approving Authority: Board of Governors
- b. Designated Executive Officer: President
- c. Procedural Authority: President
- d. Procedural Officer: University Secretary

RELEVANT LEGISLATION

Concordia University of Edmonton Act

RELATED POLICIES AND DOCUMENTS