

Procedures Relating to the Policy on University Policies and Procedures

Procedural Authority: President

Procedural Officer: University Secretary

Parent Policy: GV0100 Policy on University Policies and Procedures

Effective Date: November 2012

Supersedes:

Last Editorial Change: August 2017

PROCEDURES

Development and Revision of University Policies

1. Individuals, bodies or groups who perceive the need for the development of a new University Policy or the revision of an existing University Policy should consult the proposed (for a new University Policy) or named (for an existing University Policy) Designated Executive Officer, who will decide whether to develop or review the University Policy.
2. When a Designated Executive Officer decides to begin the development or revision of a University Policy, he or she will notify the University Secretary.
3. The Designated Executive Officer will assign an individual or team to carry out the development or review of a University Policy, which may include the following steps:
 - a. Identify pertinent legislation and policy;
 - b. Collect and analyze pertinent information;
 - c. Determine, in conjunction with the University Secretary, who ought to be consulted and conduct these consultations as appropriate;
 - d. Draft a preliminary University Policy and associated Procedures, if any, that meet the criteria set out in the *Policy on University Policies and Procedures* using the prescribed format and revise the draft as necessary during the consultation process;
 - e. Submit the draft to the University Secretary, who will provide feedback to the Designated Executive Officer;
 - f. Revise the draft as necessary and submit to the Designated Executive Officer for review;
 - g. Make the draft available to the university community through the University Secretary's office for comment, if appropriate; and
 - h. Finalize the draft and submit the final draft to the Designated Executive Officer so that he or she may recommend it for approval.
4. The Designated Executive Officer will submit the final draft to the University Secretary, who will

submit the proposed new or revised University Policy and associated Procedures, if any, for approval to the appropriate Approval Authority.

Development and Revision of Procedures Associated with University Policies

5. Procedures may be developed or reviewed simultaneously with a University Policy or subsequently.
6. When Procedures are developed simultaneously with the development or review of a University Policy, the process in sections 3 and 4 will be followed.
7. When Procedures are developed or reviewed after a University Policy has been approved, the Procedural Officer will assign an individual or team to:
 - a. Draft the Procedures;
 - b. Conduct consultations as appropriate and revise the draft as necessary during the consultation process;
 - c. Submit the Procedures to the University Secretary for review; and
 - d. Submit the final draft of the Procedures to the Procedural Officer so that her or she may recommend it for approval.
8. The Procedural Officer will submit the final draft to the University Secretary, who will submit the proposed new or revised Procedures to the Procedural Authority for approval.

Approved University Policies and Procedures

9. Once a University Policy and associated Procedures, if any, have been approved, the University Secretary will:
 - a. Maintain a record of the current, enforceable version of the University Policy and Procedures;
 - b. Publish copies of the University Policy and Procedures and make them accessible to the university community; and
 - c. Maintain a record of the initial approval of a University Policy and Procedures and of all subsequent substantive and editorial changes.
10. The Designated Executive Officer will communicate the approval of new or revised University Policies and associated Procedures as appropriate.

Rescindment of University Policies and Procedures

11. A University Policy or Procedures may be rescinded at any time, subject to approval by:
 - a. The Approving Authority, in the case of a University Policy; or

- b. The Procedural Authority, in the case of a Procedure.

Mandated Periodic Review of University Policies and Procedures

12. The University Secretary will set a cyclical schedule for the mandated review of all University Policies and Procedures.
 - 12.1 The University Secretary will advise a Designated Executive Officer of the schedule for mandated review of a particular University Policy.
 - 12.2 The University Secretary will advise a Procedural Authority of the schedule for mandated review of a particular Procedure.
 - 12.3 In cases where a University Policy undergoes substantive review outside the regular review cycle, the mandated review date should normally be re-set at the standard number of years following the review.
13. The Designated Executive Officer for a University Policy will:
 - a. Initiate and direct the mandated reviews according to the steps set out in these Procedures;
 - b. Recommend revisions when warranted; and
 - c. Report to the President, through the University Secretary, on the outcomes of the review.

Standard Format and Components of University Policies

14. The standard components for University Policies include the following:
 - a. The Heading, which includes:
 - The Concordia University of Edmonton logo
 - Policy title
 - University Policy Number
 - Policy classification
 - Approving Authority (e.g.: Board, President)
 - Effective Date (the date when the policy or revised policy comes into force)
 - The effective date of the previous version which is superseded by the new version
 - The date of the last editorial change
 - Mandated review date (the date by which the mandated review must be completed)
 - b. Policy Purpose
 - c. Definitions (optional)

- d. Jurisdiction/Scope (optional)
- e. Policy (A clear and concise statement of policy. This section should not include Procedures.)
- f. Consequences (recommended). Institutional and/or individual consequences for not complying with the Policy.
- g. Authorities and Officers (A list of all authorities and officers for the policy.)
 - Approving Authority
 - Designated Executive Officer
 - Procedural Authority
 - Procedural Officer
- h. Relevant Legislation (optional)
- i. Related Policies and Documents (optional)

University Policy Functional Classification System and Numbering

15. University Policies will be classified according to the following functional classification system:

<u>CODE</u>	<u>FUNCTIONAL CLASSIFICATION</u>
GV	Governance
AC	Academic and Students
AD	Administration
BP	Building and Properties
ER	External Relations
FM	Financial Management
HR	Human Resources
IM	Information Management
RH	Research
SS	Safety and Security

16. The University Secretary will assign each University Policy a four-digit number (0001-9999) following the relevant two-letter alpha code associated with the functional classification system outlined above.