PROCEDURE

University of
Niagara Falls
Canada

Policy Title:	**Policy Development and Administration Procedure**
Policy Number:	**2001p**

1.   Purpose

- This procedure is designed to support the Policy Development and Administration policy.
- The first section enumerates the guiding principles when developing or updating a policy.
- The second section outlines responsibilities and the steps for developing a new policy.
- The third section outlines responsibilities and the steps for updating an existing policy.

2.   Guiding principles

Developing and updating policies/procedures may be arising from changes in regulatory requirements, identified gaps in policy coverage, alignment with strategic goals of the University or as part of the regular lifecycle of policy review.

Policy development must meet the following imperatives:
- Must support operational efficiency.
- Aim to reduce or managing institutional risk.
- Be underpinned by research.
- Be developed through consultation of appropriate Stakeholders.
- Assign responsibility and accountability for decisions required under the policy.
- Identify desired outcomes.

3.   Steps for developing a new policy

3.1. A member of the University community identifies the need and the Policy Contact and Policy Sponsor begin the process of development.

3.2. The Policy Contact reviews the applicable legislation, overlap with existing policies and performs the initial scan of the adoption of similar policy at peer institutions in Ontario postsecondary institutions.

3.3. The Policy Contact consults with the stakeholders, identifies operational dependencies and required resources and communication channels for the new policy. The action plan for staff is formulated.

3.4. The Policy Contact circulates the first draft for feedback and the communication plan is prepared; a timeline for execution of actions is developed.

3.5. The Policy Contact and Policy Sponsor bring the final document for approval to the appropriate authority: UNF President (supported by the Executive Council) for operational policies/ procedures or for recommendation to the Board of Governors where required and the Academic Council (through the Policy Committee) for the academic or student matters.

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3.6. Policy Contact implements the communication plan, advises the stakeholders of new policy, implements the policy/procedure and forwards the approved version for publication on UNF's website.

4.   Steps for reviewing an existing policy

4.1. The policy contact initiates the process of reviewing the policy – 6 months before the date of review indicated on the policy.

4.2. The Policy Contact reviews the applicable legislation, overlap with existing policies and performs the scan of the adoption of similar policy at peer institutions in Ontario postsecondary institutions.

4.3. The Policy Contact consults with the stakeholders, identifies continuing operational dependencies and checks the required resources and communication channels necessary for updating policy/procedures.

4.4. The Policy Contact and Policy Sponsor edit the policy and circulate it for feedback; the communication plan, the action plan for staff and a timeline for execution of actions are developed.

4.5. The Policy Contact and Policy Sponsor bring the final document for approval to the appropriate authority: UNF President (supported by the Executive Council) for operational policies/procedures or for recommendation to the Board of Governors where required and the Academic Council (through the Policy Committee) for the academic or student matters.

4.6. Policy Contact implements the communication plan, advises the stakeholders of the policy, implements the policy/procedure and forwards the approved version for publication on UNF's website.