

Policy Title:	<b>Policy Development and Administration</b>
Policy Number:	<b>2001</b>

**1. Policy Statement**

- 1.1. University policies must be principle-based statements that are followed in the development of procedures, decision making, and daily functioning of the University.
- 1.2. Policies must be consistent with the mission and goals of the University and with responsibilities of the Board, Academic Council, and Administration of the University where:
  - Board of Governors is responsible for the management, control of property, revenue, and business affairs of the University;
  - Academic Council is responsible for the academic governance of the University; and,
  - The President is responsible for the administration of the University as delegated by the Board of Governors.
- 1.3. University policies are binding on the University community.
- 1.4. University policies must be current, functional, and reviewed on a regular basis, generally every five years.
- 1.5. University policies must be easily accessible to the University community.
- 1.6. Policy development must 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.
- 1.7. Members of the University community are responsible to familiarize themselves with the University’s policies.

**2. Purpose**

The purpose of this Policy is to provide a set of standards for the development of University policies and their regular review.

**3. 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.

**4. Definitions**

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Policy	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.
Policy Contact	The individual who has responsibility for operationalizing the policy and/or procedure.
Policy Sponsor	The senior Vice President who is responsible for the implementation of policies and procedures and is accountable for ensuring staff compliance with established policies and procedures.
Procedures	The series of actions that are performed in a way that operationalize the principles and statements of a policy and its regulations.
Related Policies	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 (e.g., transfer credit and PLAR); and other policies that would be useful to reference in association with the topic of the policy document.
Responsibility	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.
Scope	The committees, administrative units, or members of the University community to which the policy applies.
Stakeholders	Individuals or groups for whom the policy and procedures have an operational impact.

**5. Related Policies**

Procedure for Policy Development and Administration.

**6. Responsibility**

The President is responsible for the overall policy development and administration.