

Policy Number:	1505
Policy Title:	Policy Development and Administration
Approved by:	President
Approval date:	April 7, 2015
Effective date:	April 7, 2015
Review date:	November 8, 2023
Next review date:	November 2026

1. Policy Statement

- 1.1. University Canada West (“UCW” or the “University”) has a bicameral governance structure that divides responsibility between the Board of Governors (the “Board”) and the Senate. The Board is responsible for the overall governance and strategic direction of the University, including the management and control of the University’s property, revenue, and business affairs. The Board has fiduciary, legal, and financial responsibility for the University. The President of the University is responsible for the administration of the University, as delegated by the Board. The Senate is responsible for academic matters that fall within its jurisdiction, as outlined by the Senate Bylaws.
- 1.2. University Policies and Procedures establish the rules by which the University, through its Board of Governors and the Senate, has decided to govern its affairs.
- 1.3. University Policies and Procedures are intended to provide guidance for members of the University, facilitate its operations, ensure consistent and appropriate decision-making and conduct, assign roles and responsibilities, contribute to openness and transparency, and support the achievement of the University’s mission and goals.

2. Purpose

- 2.1. The purpose of this policy is to:
 - 2.1.1. provide a consistent approach for the creation of new and the review of existing University Policies and Procedures;
 - 2.1.2. establish a process for the development, review, approval, amendment, and repeal of University Policies and Procedures in a consistent and coordinated manner;
 - 2.1.3. establish a requirement for the periodic review of University Policies and Procedures;
 - 2.1.4. assign responsibility for the development, approval, implementation, and maintenance of University Policies and Procedures; and
 - 2.1.5. promote the writing of clear, accessible, and effective University Policies and Procedures.

3. Scope

- 3.1. This policy applies to all University Policies and Procedures and to all members of the University community who play a role in their development, approval, maintenance, review, amendment, and repeal.
- 3.2. This policy does not apply to bylaws or governance policies developed by the Board or the Senate in relation to their governance.

4. Definitions

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

Word/ Expression	Definition
Approving Authority	means the person or governing body who has the requisite authority to approve a University Policy or Procedure, and includes: <ol style="list-style-type: none"> a. the Board; b. the Senate; c. the President, who approves University Policies in their capacity as Chief Executive Officer of the University; d. the President acting on authority delegated by the Board or the Senate; or e. a Vice-President acting on authority delegated by the Board or the President.
Board	means the Board of Governors of the University.
Editorial Amendment	means a minor amendment to a University Policy or Procedure and includes, but is not limited to, changes to: <ol style="list-style-type: none"> a. formatting; b. language (to improve clarity, but not alter the meaning); c. remove references to repealed University Policies or Procedures; or d. update references to University Policies or Procedures, organizational structures, programs, or positions.
Mandatory Review	means the date by which a University Policy or Procedure must undergo substantive review to determine whether any changes are needed, and where it is not specified within the University Policy or Procedure, it is the date established by the UCW Policy Office or the Approving Authority.
Policy Gazette	means communications from the UCW Policy Office to members of the UCW Community to publish new and amended policies and procedures, to announce consultations on draft policy documents, or to repeal existing policies and procedures.
Policy Lead	means the individual or team who is tasked with the development or review of a University Policy or Procedure.
Policy Repository	means the website that hosts the repository of the University Policies and Procedures and publishes draft policy documents where necessary and is maintained by the UCW Policy Office.

Word/ Expression	Definition
Responsible Authority	means the head of an academic or administrative unit of the University who is responsible and accountable for the development, implementation, maintenance, and review of a University Policy or Procedure.
Senate	means the academic governing body of the University.
Substantive Amendment	means a significant amendment to a University Policy or Procedure and includes, but is not limited to, changes to: <ul style="list-style-type: none"> a. the roles or responsibilities assigned to a Responsible Authority or another office, unit, or position at the University; b. conduct that will be permitted or prohibited; c. rights and responsibilities of a member of the University Community; or d. the roles or responsibilities of the Policy Lead.
University Community	means all faculty, staff, and students at the University, and all people who have status at the University, including members of the Board and Senate, visiting and emeritus faculty, visiting researchers, visitors, and volunteers.
University Policy	is an official principle-based document approved by the Approving Authority that: <ul style="list-style-type: none"> a. establishes key requirements and responsibilities and guides or directs the actions of members of the University Community in relation to a certain subject matter; b. must be followed in carrying out the activities of the University, including the development of University Procedures, decision-making, and daily operations of the University; c. has broad application throughout the University; and d. is binding on members of the University Community.
University Procedure	an official document that prescribes the method by which a University Policy will be carried out and given effect.

5. University Policies

- 5.1. University Policies will advance the University's mission and goals, be consistent with the University's core principles, and will promote good governance and management practices.
- 5.2. University Policies are binding on all members of the University Community.
- 5.3. University Policies must be made readily available to all members of the University Community and the public through the Policy Repository.
- 5.4. The development of University Policies must be an inclusive and collaborative process with an appropriate level of input from relevant members of the University Community, especially those who may be affected by a proposed University Policy.
- 5.5. University Policies must be developed, approved, amended, reviewed, or repealed in accordance with this Policy.

- 5.6. University Policies must be current, compliant with all applicable laws, and consistent with other related legal and policy authorities (including other University Policies and Procedures).

6. University Procedures and Other Documents

- 6.1. University Procedures may be developed after the establishment of the associated University Policy.
- 6.2. Academic and administrative units of the University may establish local unit guidance documents, but such documents must not contradict University Policies.

7. Review and Amendment of University Policies and Procedures

- 7.1. All University Policies must undergo a Mandatory Review every three (3) to five (5) years.
- 7.2. All University Procedures must undergo a Mandatory Review every two (2) to three (3) years and must be reviewed whenever the associated University Policy is reviewed.
- 7.3. University Policies and Procedures may be reviewed at any time as needed, such as where a significant legislative, policy, organizational, or operational change has occurred that requires a Substantive Amendment.
- 7.4. Substantive Amendments require the formal approval of the Approving Authority.
- 7.5. Editorial Amendments to a University Policy or Procedure do not require the formal approval of the Approving Authority.

8. Roles and Responsibilities

- 8.1. Approving Authorities are responsible for:
 - 8.1.1. the final approval of new University Policies;
 - 8.1.2. Substantive Amendments to existing University Policies; and
 - 8.1.3. the repeal of University Policies within their area of jurisdiction or authority.
- 8.2. The Responsible Authority, for whom the University Policy is within the scope of their authority or portfolio, is responsible for:
 - 8.2.1. developing, implementing, maintaining, and reviewing the University Policy;
 - 8.2.2. initiating the:
 - a. development of the new University Policies;
 - b. review of existing University Policies; and
 - c. repeal of any University Policy;

- 8.2.3. providing recommendations to the Approving Authority for the approval of new University Policies and Substantive Amendments to existing University Policies;
 - 8.2.4. educating members of the University Community about the University Policy;
 - 8.2.5. promoting and monitoring compliance with the University Policy; and
 - 8.2.6. developing, implementing, maintaining, and reviewing any associated University Procedures and both Editorial Amendments and Substantive Amendments.
- 8.3. Each University Policy must identify the relevant:
- 8.3.1. Approving Authority; and
 - 8.3.2. Responsible Authority.
- 8.4. Members of the University Community are responsible for familiarizing themselves with the University Policies and Procedures, and amendments thereto.
- 8.5. Individuals in senior administrative and management positions at the University must make a reasonable effort to ensure that members of the University Community within their units are informed of the University Policies and Procedures that govern their activities.
- 8.6. The UCW Policy Office is responsible for:
- 8.6.1. maintaining the official repository for all University Policies and Procedures;
 - 8.6.2. developing, implementing, maintaining, and reviewing this policy and associated procedures and other documents, as well as Editorial Amendments and Substantive Amendments;
 - 8.6.3. making all University Policies and Procedures available to members of the University Community and the public through the Policy Repository;
 - 8.6.4. informing members of the University Community of any new University Policies and Procedures and Substantive Amendments;
 - 8.6.5. maintaining related records, including records of delegations of authority by Approving Authorities; and
 - 8.6.6. reviewing and approving all Editorial Amendments to University Policies and Procedures.
- 8.7. The President reports annually to the Board and the Senate on University Policies developed and reviewed during the year and the action taken or recommended.

9. Interpretation of University Policies and Procedures

- 9.1. Where there is a contradiction between a University Procedure or a local guidance document (as set out in section 6.2) and a University Policy, the University Policy will prevail.
- 9.2. In the event of a contradiction between two or more University Policies:
- 9.2.1. where each University Policy has identified a Responsible Authority, the matter will be referred to the persons so named who will jointly make a decision which will be final;
 - 9.2.2. where some but not all of the University Policies have identified a Responsible Authority, the matter will be referred to the persons so named and the Approving Authority who will jointly make a decision which will be final; and

- 9.2.3. where none of the University Policies have identified a Responsible Authority, the matter will be referred to the Approving Authority who will make a decision which will be final.
- 9.3. Where a University Policy or Procedure does not provide a definition of a term, the relevant definition from the *Interpretation Act*, R.S.B.C. 1996, c. 238 will apply.

10. Effective Date

- 10.1. A University Policy takes effect on the date it is formally approved by the Approving Authority or on a later date if specified by the Approving Authority in the University Policy.
- 10.2. A University Procedure takes effect on the same date as the associated University Policy. If a University Procedure is subsequently reviewed and revised separately from the associated University Policy, the revised University Procedures take effect on the date the revised Procedures are posted on the Policy Repository or on a later date specified in those procedures.
- 10.3. A University Policy approved by the Approving Authority prior to the effective date of this policy remains in effect until it is amended or repealed.

11. Format

- 11.1. University Policies and Procedures must be presented in a common, standardized format prescribed by Policy 1505p, *Policy Development and Administration*.
- 11.2. University Policies and Procedures must be written in inclusive, plain language.

12. Retention of Records

- 12.1. Information and records made and received to administer this policy are evidence of the University's actions to manage the development, amendment, approval, and repeal of University Policies and Procedures.
- 12.2. Information and records must be retained and disposed of in accordance with a records retention schedule approved by the University.

13. Applicable Legislation

- 13.1. *Degree Authorization Act*, S.B.C. 2000, c. 24.
- 13.2. *Interpretation Act*, R.S.B.C. 1996, c. 238.

14. Related Policies

Policy Number	Policy Title

15. Associated Procedures and Other Documents

Procedure Number	Procedure Title
1505p	Policy Development and Administration Procedure
	UCW Policy Template
	UCW Procedure Template
	University Briefing Memorandum Template
	University Policies and Procedures Development and Review Checklist
	University Policy and/or Procedure Approval Form
	Request to Repeal a UCW Policy and/or Procedure
	Request for Editorial Amendment