

Policy

UNIVERSITY POLICIES AND PROCEDURES

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Designated Executive Officer: President
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Associated Procedures: Procedures on University Policies and Procedures

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1.0 BACKGROUND

University Policies establish the rules by which the University has decided to govern its affairs. University policies assign roles and responsibilities, provide guidance for the actions of members of the University Community, contribute to openness and transparency, facilitate operational continuity and consistency of decision-making, and reduce institutional risk. To be effective, University policies and their related procedures must comply with applicable law, be current, practical and useful, and readily accessible.

2.0 PURPOSE

The purpose of this policy is to define and set standards for University Policies and Procedures, including the following: a consistent approach to create new and amend existing University Policies and Procedures; establish a procedure to develop, review, approve, amend and repeal University Policies and Procedures in a consistent, collaborative and coordinated manner; and establish the requirement for their periodic review.

3.0 SCOPE

- 3.1 This policy applies to all University Policies and Procedures as defined in sections 5.1 and 5.2 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 Unit Policies, which provide direction or respond to an issue within a specific academic or administrative unit.

4.0 DEFINITIONS

- 4.1 **University Policy** is defined by *all* of the following criteria:
 - 4.1.1 It is a principle-based statement to be followed in carrying out the activities of the university;
 - 4.1.2 It has broad application throughout the university and is binding on members of the university community; and

4.1.3 The subject matter is such that it requires Board of Governors, Senate, presidential or vice-presidential review, and approval for policy issuance and revision.

4.2 **Procedure** is a process or set of steps to be followed in order to give effect to a University Policy.

5.0 POLICY

5.1 General

5.1.1 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.

5.1.2 University Policies must be developed, approved, amended, reviewed, or repealed pursuant to this Policy.

5.1.3 University Policies must be current, compliant with applicable law, and consistent with other related legal and policy authorities.

5.1.4 University Policies must be made publicly accessible electronically the University's Policy website and are normally linked electronically to the associated University Procedure.

5.2 Roles and Responsibilities

5.2.1. A University Policy specifies

- i. an Approving Authority, which is the individual or body responsible for final approval of a University Policy, substantive changes to a University Policy, and repealing 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 pursuant to section 27 of the *University Act*;
 - b. the Senate, which approves University Policies relating to the academic governance of the university, pursuant to Section 37 of the *University Act*;
 - c. the Senate and Board of Governors;

- d. the President, who approves University Policies in their capacity as Chief Executive Officer of the university, pursuant to sections 59-63 of the *University Act*;
 - e. the President acting on authority delegated by the Board of Governors or the Senate; or
 - f. a Vice-President acting on authority delegated by the Board of Governors, the Senate, or the President
- ii. a Designated Executive Officer, who is the President or Vice-President designated to be responsible and accountable for the:
 - a. development, implementation, maintenance, and review of a University Policy;
 - b. initiating the repeal of a University Policy;
 - c. 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 their authority or portfolio
 - iii. a Procedural Authority: the individual or body responsible for the approval of Procedures established under a University Policy and any amendments to them; and
 - iv. 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.
- 5.2.2 A Vice-President will normally be named as the Designated Executive Officer for a University Policy within the scope of their authority or portfolio.
- i. 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.
 - ii. The President will normally be named the Designated Executive Officer for a University Policy that is institutional in nature and transcends Vice-Presidential portfolios.
- 5.2.3 The Designated Executive Officer for a University Policy may also be specified as the Procedural Authority or the Procedural Officer or both.
- 5.2.4 Members of the university community are responsible for familiarizing themselves with and complying with University Policies and Procedures.

5.2.5 Individuals in senior administrative 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.

5.2.6 The Office of University Governance is the official repository for University Policies and maintain records of delegations of authority by Approving Authorities that occur under this policy.

5.2.7 The Office of University Governance 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:

- i. the Designated Executive Officer, in the case of editorial changes to a University Policy; or
- ii. the Procedural Authority, in the case of editorial changes to Procedures.

5.3 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*.

5.4 Procedures

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

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

- i. the Procedural Authority; and
- ii. the Procedural Officer.

5.5 Effective Date

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

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

5.6 Review

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

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

5.7 Other Policies and Agreements

5.7.1 Faculties and other academic and administrative units may establish local unit policies and procedures, but such policies may not contradict University Policies.

5.7.2 Where a University Policy or Procedures conflict with any existing collective agreement between the university and its faculty or staff, the provisions of the agreement prevail.

6.0 REPORTING

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

7.0 AUTHORITIES AND OFFICERS

The authorities and officers for this policy are as follows:

Approving Authority: Board of Governors, on the recommendation of Senate

Designated Executive Officer: President

Procedural Authority: President

Procedural Officer: Office of University Governance Lead

8.0 RELEVANT LEGISLATION

[University Act](#), RSBC 1996 C 468

9.0 RELATED POLICIES AND OTHER ASSOCIATED DOCUMENTS

The templates that must be used for a University Policy and University Procedures are:

9.1 UNBC Policy Template

9.2 UNBC Procedures Template

Other associated documents include:

9.3 University Policies and Procedures Development and Review Checklist

9.4 University Policies and Procedures Style Handbook