



POLICY 1.51 – Policy on Esta5.89Wa.4 co479.8A57.56 667.92 Tm2 445.08 12.24 2n /TT0 1 61Eiw

POLICY 1.51 – Policy on Establishing University Policies and Procedures

- x is approved by the Board of Governors or the President (each an Approving Authority).

Procedures: Statements that:

- x articulate the method by which a Policy is carried out,
- x identify roles and responsibilities, and
- x are approved by the Responsible Officer.

Responsible Officer: The President or Vice-President who is designated to be responsible and accountable for the development, implementation, maintenance and review of a Policy and any associated Procedures. More than one Responsible Officer may be designated for a particular Policy.

Responsible Office: A unit or division of the University that is responsible for developing and administering a Policy and any associated Procedures under the direction of the Responsible Officer. More than one Responsible Office may be designated for a particular Policy.

III. POLICY

1. General

1.01 Policies shall be:

- x presented in common format,
- x formally approved by the Board of Governors or President,
- x maintained by the University Secretary and accessible to all interested parties upon request to the University Secretariat and electronically on the University's website,
- x linked electronically to any associated Procedures, and
- x kept current by the Responsible Officer.

2. Policy Development and Approval Process

- 2.01 The President is authorized to approve Policies, except for those Policies that the Board of Governors reserves to itself for approval.
- 2.02 New Policies and associated Procedures or changes to existing Policies and associated Procedures are developed by the Responsible Officer or their designate in accordance with the procedures issued by the University Secretary.
- 2.03 The University Secretary, in consultation with the University Legal Counsel, may make editorial changes to a Policy and associated Procedures, provided that such changes do not alter the substance of the Policy and associated Procedures and provided that such changes are approved by the Responsible Officer.
- 2.04 A Policy and associated Procedures become operational and enforceable upon approval or at a later date specified by the Approving Authority.

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3. Policy Implementation and Review

3.01 Responsible Offices shall develop Procedures for the implementation of Policies