Policy on Establishing University Policies & Procedures

1. Purpose

1.1 University Policies are developed in alignment with the University's strategic directions, core values, and the regulatory and legislative environment in which it operates.

1.2 The purpose of this Policy is to support good governance and effective oversight of the University by establishing a consistent approach to the development of University Policies and Procedures, to ensure that members of the University community and other users have ready access to well developed and clear policies.

1.3 This document defines what constitutes a University Policy and Procedures, outlines the steps for formulating, approving, issuing, amending, and rescinding University Policies and Procedures, and defines the roles and responsibilities of responsible individuals and offices.

1.4 Saint Mary's University formally approves, issues, and maintains all University Policies and Procedures using a consistent process and format. Individuals responsible for developing and maintaining University Policies and Procedures must follow the requirements outlined in this document and the related procedures for drafting, approving, revising, and rescinding University Policies and Procedures.

2 Jurisdiction/Scope

2.1 This Policy applies to all University employees who are responsible for developing, writing, approving and reviewing policies, procedures and guidelines on issues that have university-wide application.

2.2 This Policy does not apply to regulations that are or would be communicated in the Academic Calendar (academic regulations, degree requirements, and regulations about admissions, fees, and financial aid).

3   Definitions

3.1   "Act" means the Saint Mary's University Act, 1970.

3.2   "Approving Authority" for a policy, if it is of University-wide application, is the President & Vice-Chancellor on recommendation of the Executive Management Group, and, with respect to governance matters within their respective jurisdiction under the Act that has not been delegated to the President & Vice-Chancellor, the Board of Governors and/or Senate. Policies intended to regulate internal administration, and operations may be approved by an individual Vice-President, depending on the context. The University Secretary will provide advice regarding the appropriate approval authority.

3.3   "Framework Documents" means the Act, the By-laws of the Board of Governors, the By-laws of

3.5.6   Are approved by the designated Approving Authority; and

3.5.7   Do not include Collective Agreements.

3.6   "Procedures" are statements that:

3.6.1   Articulate the method by which a University Policy is carried out and must be consistent with the related University Policy;

3.6.2   Identify roles and responsibilities; and

3.6.3   Are approved by the Responsible Officer or Approving Authority.

3.7   "Responsible Officer""

4.1.5 Responsible Officers may develop Procedures for the implementation of University Policies within their purview in accordance with the standards and processes set out in this Policy and its related Procedures. Procedures associated with a University Policy become operational and enforceable upon approval or at a later date specified by the Responsible Officer or Approving Authority.

4.2 Policy Implementation and Review

4.2.1 The office of the University Secretary is the official repository for University Policies and Procedures and will make University Policies and Procedures publicly accessible.

4.2.2 The University Secretary 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 to a University Policy or Procedures are subject to approval by the Responsible Officer, or where there is no Responsible Officer, by the Approving Authority.

4.2.3 A University Policy must undergo a substantive review at least every five years but may be reviewed at any earlier time as needed.

4.2.4 Procedures associated with a University Policy must be reviewed when the University Policy is reviewed but may also be reviewed independently of the University Policy at any earlier time as needed.

4.3 Policy Amendment or Rescindment

4.3.1 University Policies may be amended or rescinded with the approval of the original Approving Authority in accordance with the process set out in the Procedures for this Policy.

4.3.2 Procedures may be amended or rescinded with the approval of the original Approving Authority or the Responsible Officer in accordance with the process set out in the Procedures for this Policy.

4.4 Other Policies and Agreements

4.4.1 Policies and procedures that are outside the scope of this Policy may not contradict University Policies and Procedures.

4.4.2 Where a University Policy or Procedure conflicts with one or more Framework Documents or any enforceable collective agreement between the University and a group of employees, the provisions of the Framework Document or collective agreement will prevail, as the case may be.

5 Procedures

5.1 Development and Revision of University Policies

5.1.1 All new and amended University Policies must be in a format shown on

the Policy Template attached to this Policy.

5.1.2 Proposals for new University Policies or amendments to existing

6 Development and Revision of Procedures Associated with University Policies

6.1 When a University Policy is developed or substantively reviewed, the related Procedures, if any, normally will be developed or reviewed simultaneously and

7.1.4   Publish copies of the University Policy and Procedures and make those records available to the university community; and

7.1.5   Maintain a record of the initial approval of a University Policy and Procedures and of all subsequent substantive and editorial changes.

Responsible Office: University Secretariat

Responsibility: University Secretary

Revision Date(s) :   October 11, 2024

Supersedes: N/A

Next Review Date: October, 2029

7. Related Policies, Procedures and Documents

7.1 Policies

- <A hyperlinked list of related (can be both external documents and internal documents).
- Delete if N/A>

7.2 Procedures

- <A hyperlinked list of associated procedures (can be both external documents and internal documents).
- Delete if N/A>

7.3 Guidelines

- <A hyperlinked list of relevant documents (can be both external documents and internal documents).
- Delete if N/A>

7 Additional Approval Information

a) Policy Number: <Assigned by University Secretary>
b) Approving Authority: <Assigned by University Secretary>
c) Approved: <Date policy originally approved>
d) Responsible Office: <The department or area responsible for implementation>
e) Responsibility: <Title of the individual(s) responsible for issue/review>
f) Revision Date(s):   < All revision dates (most recent first)>
g) Supersedes: <Name of old policy that new policy replaces (if applicable)>