

Procedure for Establishing New Senate Academic Policies or Amending Existing Policies

Governing Policy:	Policy on Establishing Senate Academic Policies and Procedures
Subsections:	Preamble ; Procedure
Officer(s) Responsible for Procedures:	University Secretary
Effective Date:	January 17, 2025
Supersedes:	March 18, 2022

PREAMBLE

Before proceeding to develop a new Senate Academic Policy (Policy), proposers should consider first whether a Policy is needed. Policies share characteristics that may include, but are not limited to, the following:

- They are intended to change infrequently, and set the course for the foreseeable future;
- They reflect the University’s mission, vision, values and principles;
- They are written with a lens of equity, diversity, inclusivity and decolonization;
- They apply broadly across the academic institution and are specific only when it is of necessity; and
- They support Western’s academic mission to drive our research enterprise, offer innovative academic programs, secure new partnerships, and engage and teach our students.

Proposers may wish to consult first with the University Secretary to determine whether the academic issue or concern is one appropriately addressed by a Policy, or whether there is already a Policy or Procedure in place that addresses the issue or could be amended in such a way as to address the issue.

PROCEDURE

1. All Policies must be presented in the format shown in [Appendix A](#).

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2. Proposals for new Policies or for amendments to existing Policies may be initiated by:
 - Senate;
 - a Senate Committee, Subcommittee or Board;
 - a Faculty, School or Affiliated University College through the Dean (or equivalent);
 - Senior Administrative Leaders of the University, including the President, Vice-Presidents and Vice-Provosts (or equivalent)
 - Associate Vice-Provosts (Graduate and Postdoctoral Studies)
 - University Registrar; and/or
 - University Secretary.
3. Proposals for new Policies or amendments to existing Policies will be reviewed by the Responsible Committee before being recommended to the Senate for approval.
4. Procedures associated with approved Policies are under the jurisdiction of the Officer(s) Responsible for Procedure. All Procedures must be presented in the format shown in [Appendix B](#). Procedures may provide additional clarification or guidance relating to a new or revised Policy and present supporting details that may change on a more frequent basis, e.g., deadlines.

The Procedures must align with the Senate Academic Policy:

- At no point may a Procedure be in place in the absence of an associated Policy.
- If at any point there is misalignment of a Policy and its associated Procedure, the Policy will take precedence and the Procedure will be revised to align with the Policy.

Where possible, Procedures associated with Policies will be included for information with proposals for new Policies or amendments to existing Policies.

In cases where Procedures linked to approved Policies are amended independently of an amendment to the Policy, the Officer Responsible for the Procedure must inform the University Secretary at the time the amendments are made so that the Procedure can be posted on the University Secretariat website.

5. Once a new Policy or revisions to a Policy are approved, the University Secretary will:
 - (a) Advise the Office of the Registrar and/or the School of Graduate and Postdoctoral Studies that the new/revised Policy has been approved and confirm if there are any new/revised associated Procedures.

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- (b) Post the new or revised Policy to the University Secretariat website with links to any associated Procedures.
6. Proposals to revoke Policies will be reviewed by the Responsible Committee for recommendation to the Senate, as appropriate.

Last Reviewed: January 17, 2025

APPENDIX A

[Policy Title]

Policy Category:

Subject:

Subsections:

Approving Authority:

Responsible Committee:

Related Procedures:

**Officer(s) Responsible
for Procedures:**

Related Policies:

Effective Date:

Supersedes:

(Policy Text)

Last Reviewed:

Appendix B

[Procedure Title]

Governing Policy:

Subsections:

**Officer(s) Responsible
for Procedures:**

Effective Date:

Supersedes:

(Procedure Text)

Last Reviewed: