

**POLICY 1.51 – Policy on Establishing University Policies & Procedures**

<b>Policy Category:</b>	General
<b>Subject:</b>	Writing, Issuing and Maintaining University Policies and Procedures
<b>Approving Authority:</b>	Board of Governors
<b>Responsible Officer:</b>	President
<b>Responsible Office:</b>	University Secretariat
<b>Related Procedures:</b>	<a href="#">Procedures for Establishing New Policies or Amending Existing Policies</a>
<b>Related University Policies:</b>	N/A
<b>Effective Date:</b>	January 27, 2011
<b>Supersedes:</b>	(NEW)

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**I. PURPOSE**

The purpose of this Policy is to establish 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.

This document defines University Policy and Procedure, outlines the steps for formulating, approving, issuing, amending, and revoking University Policies and Procedures, and defines the roles and responsibilities of responsible individuals and offices. Academic policies under the jurisdiction of Senate are not covered under this Policy.

The University of Western Ontario formally approves, issues, and maintains all University Policies using a consistent process and format. Individuals responsible for developing and maintaining University Policies must follow the requirements outlined in this document for drafting, approving, revising and withdrawing University Policies.

**II. DEFINITIONS**

**University Policy:** An official University directive that:

- provides guiding or governing principles to be followed in carrying out the activities of the University
- establishes key requirements and responsibilities
- helps ensure compliance with applicable laws, promotes operational efficiencies, advances the University's mission, and/or reduces institutional risks

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- has broad application throughout the University and is binding on members of the University community
- is approved by the Board of Governors or the President

**Procedures:** Statements that:

- articulate the method by which a University Policy is carried out
- identify roles and responsibilities
- 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 University Policy. 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 procedures under the direction of the Responsible University Officer. More than one Responsible Office may be designated for a particular Policy.

### **III. POLICY**

#### **1. General**

1.01 University Policies shall be:

- presented in common format
- formally approved by the Board of Governors or President
- maintained by the University Secretary and accessible to all interested parties upon request to the University Secretariat or electronically on the University's website
- linked electronically to procedures for implementing the policy
- kept current by the President or Responsible Officer

#### **2. Policy Development and Approval Process**

2.01 The President is authorized to approve University Policies, except for those Policies that the Board of Governors reserves to itself for approval.

2.02 New policies or changes to existing policies are developed by the Responsible Officers or their designates in accordance with the standards and procedures issued by the University Secretary.

2.03 The University Secretary, in consultation with the University Legal Counsel, may make editorial changes to a University policy, provided that such changes do not substantially affect the policy and provided that such changes are approved by the Responsible Officer.

2.04 A University policy becomes 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 University policies within their purview, and for timely review and updating of the policies as appropriate. Such procedures are subject to approval by the Responsible Officer

### **4. Policy Amendment or Revocation**

- 4.01 University Policies may be amended or revoked with the approval of the original Approving Authority in accordance with the procedures established by the University Secretary.