# POLICY 1.51 – Establishing University Policies and Procedures

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| **Policy Category:** | General |
| **Subject:** | Writing, Issuing and Maintaining University Policies and Procedures |
| **Sections:** | Purpose; Definitions; Policy |
| **Approving Authority:** | Board of Governors |
| **Responsible Officer:** | President |
| **Responsible Office:** | University Secretariat |
| **Related Procedures:** | Procedure for Policy 1.51 – Establishing New Policies or Amending Existing Policies |
| **Related University Policies:** | * |
| **Effective Date:** | September 21, 2021 |
| **Supersedes:** | January 27, 2011 |

## I. PURPOSE

The purpose of this policy is to establish a consistent approach to the development of University Policies and Procedures and to thereby ensure that members of the University community and other users have ready access to well-developed and clear policies.

This document defines Policies and Procedures, 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 Policies and Procedures using a consistent process and format. Individuals responsible for developing and maintaining Policies and Procedures must follow the requirements outlined in this document and in the associated Procedures for drafting, approving, revising and withdrawing Policies and Procedures.

## II. DEFINITIONS

**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,
- has broad application throughout the University and is binding on members of the University community, and
- is approved by the Board of Governors or the President (each an Approving Authority).

**Procedures:** Statements that:

- articulate the method by which a Policy is carried out,
- identify roles and responsibilities, and
- 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:

- 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 and electronically on the University's website,

- linked electronically to any associated Procedures, and
- 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.

## 3. Policy Implementation and Review

3.01 Responsible Offices shall develop Procedures for the implementation of Policies within their purview, and for timely review and updating of the Policies and associated Procedures as appropriate. Such Procedures are subject to approval by the Responsible Officer.

## 4. Policy Amendment or Revocation

4.01 Policies and associated Procedures may be amended or revoked with the approval of the approving Authority in accordance with the procedures established by the University Secretary.

## 5. Consultation

5.01 Those responsible for the development or amendment of Policies and Procedures shall engage in timely and appropriate consultation with members of the University community who may be affected by the Policies and Procedures.

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**Last Reviewed:**