

## **PROCEDURE FOR POLICY 1.51 – Establishing New Policies or Amending Existing Policies**

### **PREAMBLE**

Before proceeding to develop a new policy, proposers should consider first whether a university policy is needed. University policies share a number of 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 apply broadly across the institution
- They ensure compliance with applicable laws and regulations
- They manage institutional risk

Proposers may wish to consult first with the University Secretary to determine whether the issue or concern is one appropriately addressed by a university-wide 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.

1. All new and amended policies must be in a format shown on [Appendix A](#).
2. Proposals for new policies or for amendments to existing policies will be initiated by the President or the Vice-President responsible for the policy area (Responsible Officer) or by the Directors/Managers responsible for implementing policy in that area (Responsible Offices), with consultation with other offices as appropriate. Substantial draft revisions to existing policies or draft new policies will be reviewed by PVP before being forwarded.
3. The President or Vice-President will forward the new policy or proposed amendments to the University Secretary who will determine:
  - (a) for a new policy, in consultation with the Responsible Officer and the University Legal Counsel, what level of approval authority is required. In the event of any disagreement with the decision, or any difficulty in coming to a final decision, the President and the Chair of the Board shall make the determination.
  - (b) for a new policy or revised policy, whether there is any conflict or overlap with or impact on any legal obligations or other existing policy and whether there is a need for new or revised procedures to be linked to the policy.
  - (c) for a new policy, whether the established policy framework has been followed.
  - (d) for a new or revised policy, whether editorial or stylistic amendments are required, and, in consultation with University Legal Counsel, whether the language in the draft meets legal requirements.
  - (e) for a revised policy, whether the amendments are editorial or substantive. Editorial amendments may be approved by the University Secretary and the University Legal Counsel upon the recommendation of the President or Vice-President.

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4. Final versions of new policy proposals and major amendments to existing policies will be reviewed by PVP before being approved by the President or being submitted to the Board for approval.
5. Once a new policy or revisions to a policy are approved, the University Secretary will:
  - (a) advise Responsible Offices that the new/revised policy has been approved and confirm that any new procedures required or necessary amendments to existing procedures have been put in place.
  - (b) post the new or revised policy to the Administrative Policies and Procedures website with links to any associated procedures.
  - (c) inform the university community, as appropriate of the new or amended policy.
6. In cases where existing procedures linked to approved policies on the MAPP website are amended independently of an amendment to policy, the Responsible Officer or Office must inform the University Secretary at the time the amendments are made so that the University community can be made aware of any changes.
7. Proposals to revoke policies may be initiated by the President or the Vice-President responsible for the policy area (Responsible Officer) or by the Directors/Managers responsible for implementing policy in that area (Responsible Offices), with consultation with other offices as appropriate. Such proposals will be reviewed by PVP before being forwarded to the original approving authority for the policy in question. The University Secretary must be notified of the revocation of any policy within the President's authority so that the MAPP website can be updated and the University community informed as appropriate.

**POLICY # - Name of Policy**

**Policy Category:**

**Subject:**

**Approving Authority:**

**Responsible Officer:**

**Responsible Office:**

**Related Procedures:**

**Related University Policies:**

**Effective Date:**

**Revised:**

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**I. PURPOSE**

**II. DEFINITIONS**

**III. POLICY**