	POLICY

Policy No.	Officer Responsible		
B.102	**President**		
Policy Name			
Policy Development and Management			
Approved by	Replaces	Category	Next Review
Board	**ARM 1125 and Memo 6**	**C**	**March 2023**
Date Issued	Date Revised	Related Policies, Reference	
June 9, 2015	**March 2018**		

1   PURPOSE

1.1   Capilano University's policy development framework provides the University community and the Board of Governors (Board) and the Senate with a consistent procedure for developing policy that will assist in ensuring compliance with legal and other regulatory requirements, managing risk, achieving the University's mission, and setting appropriate standards and expected behaviours.

1.2   The purpose of this policy is to establish standards and parameters for the development, approval and management of official University policy.

2   DEFINITIONS

"**Administrative Unit practices**" - practices developed by an administrative unit that pertain specifically to that area and do not have University-wide implications.

"**Executive**" – includes the President, Vice-Presidents and the Executive Director of the University.

"**Housekeeping changes**" - revisions to existing policies or procedures that do not change their substance may be considered housekeeping in nature, and may include changes to the following:

- Department name
- Review date
- Job titles
- Spelling and grammar

"**Officer responsible**" - the administrator with oversight of the policy and procedure based on area of responsibility, consistent with the organizational structure. Normally, this individual is the proponent of a policy.

"Policy" - a formal statement of principles that directs how the University will act in a particular situation. A policy addresses broad issues and, because it includes a statement of principles, should serve the University over an extended period of time without the need for frequent review or change.

"Procedures" - define the manner in which a policy is to be implemented. Procedures tend to be reviewed and updated more frequently than policies to ensure that they reflect the most current organizational structure, regulatory framework, and any other relevant changes in circumstance.

"Proponent" - the person who propounds, or puts forward, a policy. Normally, the administrator or Vice President responsible is the proponent; however, in some circumstances a committee chair may serve as the proponent.

"School-based practices" - practices developed by an academic area that pertain specifically to that area and do not have University-wide implications.

"Senior Leadership Council" - the administrative unit that has responsibility for coordinating, managing, and approving the operational policies that are not approved by the Board or Senate. The Senior Leadership Council includes the Executive.

"University community" - all officers, employees and students of Capilano University.

3   SCOPE

3.1   This policy governs the development of all policies under the jurisdiction of the Board, Senate, and the Senior Leadership Council (SLC).

3.2   This policy does not govern the development of administrative unit practices or school-based practices; however, if the administrative unit practice or the school-based practice contradicts University policies, University policy will prevail.

3.3   The Board and Senate will develop new and review existing policies in accordance with the respective powers and duties of each as set out in the *University Act* as well as any other policies that the University might determine are best handled by one of these bodies. SLC develops policies that fall outside the jurisdiction of the Board and Senate, which normally are operational policies.

3.4   Procedures may or may not be developed depending on the nature of the policy. The officer responsible will determine if procedures need to be developed.

4   POLICY STATEMENT

4.1   Policy development and management at the University is an inclusive process.

4.2   The Board, Senate and SLC will develop, approve and manage policies that fall within their respective powers and duties.

4.3   The President may request any of those bodies to develop a policy or procedure, or revise a policy, with respect to subject matter within its powers.

4.4   Official University policy and procedures are posted on the Capilano University Policy and Procedures webpage. Notification of newly approved or amended policy and procedures will be communicated by the Office of Policy and Privacy through the University communication process.

5   POLICIES AND PROCEDURES APPROVAL AUTHORITY

5.1   Board Policies Excluding Section 35.2(6) of *University Act*

5.1.1   The Board has the authority to establish policies and procedures in respect of matters within its power under the *University Act.*

5.1.2   Upon direction of the Board, the President will assign responsibility for the development of draft policies and procedures to the officer responsible.

5.1.3   Draft policies and procedures will be reviewed by SLC prior to Board consideration.

5.1.4   Draft policies will be reviewed by the Board's Policy and Planning committee.

5.1.5   Finalized drafts of the policies will be forwarded to the next Board meeting for approval.

5.1.6   Finalized drafts of the procedures will be approved by SLC, or as determined by the Board. Approved procedures will be included as an information item at the next Board meeting.

5.2   Board Policies under Section 35.2(6) of *University Act*

5.2.1   The Board has the authority to establish educational policies in respect of matters within its power under Section 35.2(6) of the *University Act* and must seek the advice of Senate on these educational policies. Senate must also advise the Board on these policies.

5.2.2   Upon direction of the Board, the President will assign responsibility for the development of the draft policies to the officer responsible.

5.2.3   Draft policies will be reviewed by the SLC prior to Board consideration.

5.2.4   Draft policies will be reviewed by the Board Policy and Planning committee. The Policy and Planning committee will send draft policies to the Senate Bylaw, Policy and Procedures committee (or another Senate committee as determined by the Chair of Senate) to seek Senate's advice.

5.2.5 Senate will review the advice articulated by the Senate subcommittee and then forward its advice to the Board Policy and Planning committee. The Policy and Planning committee will receive the advice of Senate on behalf of the Board. If the Policy and Planning committee disagrees with Senate's advice, a written rationale will be provided to the Board for its consideration.

5.2.6 Finalized drafts of policies along with written rationale (if required as per 5.2.5) will be forwarded to the next Board meeting for approval. The Board will provide Senate with the rationale, along with its decision(s), as information.

5.2.7 If needed, accompanying procedures for these policies will be developed and approved by Senate, unless otherwise determined by the Board, and then received by the Board as information at the next Board meeting.

5.2.8 In developing a new procedure, Senate will determine in each case who is responsible to prepare the procedure. The Senate Bylaw, Policy and Procedures committee will review the draft.

5.3 Senate Policies

5.3.1 Senate has the authority to establish policies and procedures in respect of matters within its power under the *University Act*.

5.3.2 In developing a new policy or procedures, Senate will determine in each case who is responsible to prepare the draft and procedure. The Senate Bylaw, Policy and Procedures committee will review the draft.

5.3.3 Finalized drafts of the policies and procedures will be forwarded to the next Senate meeting for approval.

5.4 Operational Policies

5.4.1 SLC has the authority to establish operational policies and procedures that prescribe administrative processes. These policies are intended to provide for the efficient operation of the University and may be developed to provide clear direction to employees of the University.

5.4.2 The President will assign responsibility for the development of the draft policies and procedures to an officer of the university or an administrative area such as Financial Services or Human Resources.

5.4.3 Draft policies and procedures will be reviewed and approved by SLC.

6 POLICY REVIEW

6.1 All policies will include a 'Review by' date for review of the policy and procedures no later than five (5) years after either their approval or their last review. When policies are reviewed, the accompanying procedures must be reviewed. Both policies and procedures may be reviewed more frequently if necessary.

6.2   The Board, Senate, and SLC may, at any time, initiate a review of any policies under their purview.

6.3   The Office of Policy and Privacy will refer policies that are due for review to the Board, Senate or SLC.

6.4   Once a review has occurred, the normal approval procedures will be followed, as stated above and in the Policy Guidelines posted on the University Policy and Privacy webpage.

7   UPDATING PROCEDURES

7.1   Procedures can be, and should be, updated as required to meet the changing needs of the University.

7.2   The Office of Policy and Privacy and the President will determine whether these updates require a review and approval in accordance with the provisions in Section 5 above.

8   LEGAL ADVICE

8.1   From time to time, it will be necessary and prudent to seek outside legal advice especially for specialized areas of expertise.

8.2   All requests for outside legal advice must be approved by the Vice-President, Finance and Administration. The President and the requesting person will be notified of the decision.

9   RESPONSIBILITIES

9.1   The Office of Policy and Privacy is responsible to maintain the University Policy and Procedures webpage, the Policy Guidelines and templates, and to inform the Capilano University community, including the members of the Board and Senate, of any new policies and procedures or any amendments.

9.2   The SLC is responsible for the implementation and dissemination of policy and procedure.

9.3   All employees are responsible to familiarize themselves with the content of all University policies and procedures, and to conduct themselves accordingly.

10   EXCEPTIONS

10.1   Under exceptional and/or emergency circumstances, the President may approve new policies and procedures or revisions to existing policies and procedures on an interim basis until such time that the policy may proceed through the regular policy approval process. For example, including but not limited to, legislation and regulation changes or directives from the provincial government.