



Policy Title	Policy on Policy Development and Review
Issued By	Board of Trustees and Governance Committee
Contact	Chair of the Board of Trustees
Approved By	Board of Trustees
Effective Date	April 27, 2017
Last Review	April 18, 2018
Next Review	September 30, 2021

Purpose:

The purpose of this policy is to ensure that university policies are developed and maintained in an appropriate and consistent manner.

Policy:

All policies at Brescia University College are to be established in accordance with this document. A **policy** is a written statement, which articulates the principles, values, statements of intent and compliance requirements of the University.

A policy is not a procedure, guideline, framework, or a regulation. These are defined in Appendix 2.

Policy development:

While any member of the University community may consider there is a need for the creation of a new policy, any development must be undertaken with the express authorization of the intended policy steward. See Appendix 3 for the steps expected in policy development.

In considering the development of a new policy, the policy steward will assess the need for the proposed policy, and may consider whether or not the intended policy will: address an existing risk, shortfall, or gap in current operations; will describe a new process which must be complied with; will provide clarity of process and ensure consistent application of the required principles; be sufficiently different in content and purpose to an existing policy which could otherwise be amended. The Policy Steward should also consult the *Constitution of Brescia Council* to determine whether the policy requires consultation with that body, as described in Article IIIA of the *Council Constitution*.

Due consideration must also be applied to the costs and resourcing implications of implementing and ensuring compliance to the policy.

Policies must:

- Comply with relevant legislation and University regulations.
- Be consistent with University delegations.
- Consider strategic implications as well as risk.
- Consider the effect on faculty and staff.
- Consider the effect on students.

- Be feasible to implement.
- Align with the University’s mission, vision, and values.
- Align with relevant policies established by UWO, when applicable.

All policies must be set out as directed in the policy template provided. See Appendix 1. The policy steward must specify a review period of either three or five years as the policy is developed or reviewed. If the content of the policy is static in nature and not likely to change significantly in the short to medium term, then a review period of five years may be appropriate. A review period of three years should be specified where changes in process, legislation, or operational practice, are likely to occur within that time.

Regardless of the date specified for the next review, the policy steward may choose to review the policy at any time, and should do so where substantial revisions are required to align with internal processes or changes to legislation.

Wording of policy documents is critical and needs to clarify the obligation inherent to the policy. It is the ‘must’ that will constitute the obligations that are central to the policy and its application.

Where policies have an impact on the terms and conditions of employment of staff, the designated policy steward will be required to consult appropriately through the HR office before seeking approval. Similarly where policies impact on other key stakeholders [e.g. students] the designated policy steward will be expected to consult with such stakeholders before seeking approval.

Other considerations:

1. Who will be responsible for implementation, day-to-day operation of the policy and monitoring for compliance?
2. What are the mechanisms that indicate the policy is effective?
3. What are the processes for reviewing and updating the policy?
4. Does this policy represent best practice?
5. Is the policy easily understood and clear in intent?
6. Is the policy easily accessible via the University website?
7. Is the policy consistent with other University policies?
8. Is the policy content static or does it require updating more frequently?

Policy approval:

As stated in the *Brescia University College Board of Trustees Constitution* (BUCC V.4), the Board of Trustees has overall oversight of policy creation. The Board determines which policies must be approved by the Board and which policies in relation to the management of its affairs are delegated to the Principal or to the Vice-Principals. Nothing in this policy is intended to interfere with the responsibilities of the Board of Trustees as described in Section VI of the *Constitution*.

The *Constitution of Brescia Council* refers to the role of the Council in the development of some types of policies. Article IIIA and the Preamble of the *Council Constitution* describe the role Council plays in policy development.

Approval for policies related to the management of the University’s affairs is delegated by the Board of Trustees to the Principal, who after endorsement, will approve those management policies.

The Secretary to the Board of Trustees maintains a schedule of all policies, called the Policy Library.

Responsibility:

The policy steward is responsible for carrying out the development and review process, and for obtaining policy approval when required, in accordance with the statute. The policy steward has responsibility for communication and implementation of the policy.

Research and Academic Policies:

The Vice–Principal and Academic Dean is policy steward for BUC’s research and academic policies and is responsible for oversight of the approval processes for such policies and their associated procedures.

Administrative and Finance Policies:

The Vice–Principal, Finance and Administration is the policy steward for administrative policies associated with her portfolio.

Student Services and International:

The Vice–Principal, Students is the policy steward for policies associated with her portfolio.

Advancement Policies:

The Vice–Principal, Advancement, is the policy steward for administrative policies relating to her portfolio area.

Board and Governance Policies:

The Chair of the Board of Trustees is the policy steward for all Board and governance related policies.

Review and Revision:

The policy steward has responsibility for reviewing and/or updating those policies within their area of responsibility. A review of the policy must be undertaken every three or five years, dependent on the nature of the policy, to ensure that the content remains current and appropriate within the operating context.

Major or substantial revisions to an existing policy must be treated the same as a new policy, and undergo the development and approval process described elsewhere. If no changes are required when a policy is reviewed, the policy steward should notify the Principal and specify the next review date.

The policy steward can make minor revisions (eg: changes in job titles) that do not change the substance of a policy without completing the formal proof approval process described elsewhere. Procedures should be reviewed by the relevant policy steward alongside the revision of any overarching policy, at intervals of no greater than five years, or when policies are changed. For purposes of clarity it should be noted that policies published in the Policy Library remain valid and in force, irrespective of whether the review date has passed.

Policy Library:

The Brescia University College Policy Library website is the authorized and definitive log of approved policies within the University. Policies will be added or updated on the Policy Library website once formally approved, and upon the instructions of the policy steward. All policies will include confirmation of approval [i.e. the relevant meeting minute date or equivalent].

Policies are public documents. Procedures and related documents may be restricted to University staff only, if specified by the policy steward.

Policy deletion:

If a policy has become obsolete or has been superseded by another policy, or by legislation, the Policy Steward will inform the Governance Committee in writing, with the date of deletion and the reason for deletion stated.

Audience/Scope:

All staff, students and external stakeholders.

Relevant legislation/References:

University regulations, *Board of Trustees Constitution*, Canadian law.

Related procedures/documents:

Records management policy.

Document management control:

Prepared by: S. Mumm (Principal)
Authorized by: Governance and Executive Committees
Approved by: Board of Trustees
Date issued: 08 February 2017
Last review: 18 April 2018
Next review: January 2020
Effective date: 08 February 2017

Appendix 1

Policy Template

Purpose:

A statement indicating the reason for the document's existence and importance. It should be brief and preferably not longer than one sentence.

Policy:

Statement of specific policy

- Use one sentence statements only.
- Word the statements concisely and avoid ambiguity.
- There may be more than one policy statement in a policy document. If so, list them down the page.

Definitions:

[optional] Some policies may require a definition section. The purpose of this section is to define areas that may need clarification.

Audience/Scope:

Each policy should identify who the audience is in terms of staff, faculty, students, and other bodies within the University community.

Relevant Legislation/References:

State the relevant legislation this policy must comply with or is referenced to.

Legal Compliance:

If this policy has obligations for legal compliance, these should be explained briefly.

Related Policies and Procedures:

If any policy has a number of procedures and/or documents associated with it, they should be listed in this section of the policy statement.

Header for Policy:

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Appendix 2

Guide to Policy Definitions

Frameworks. A structure that outlines the way a policy will be implemented within the University environment and describes various elements and their interrelationships. Frameworks draw together information from various sources including, but not limited to, strategies, policies, and procedures.

Guidelines. A series of steps, risk factors, or considerations that should be worked through when making decisions or coming to conclusions on matters that are subjective in nature or have complex legal requirements to be met. Guidelines assist and guide people to achieve tasks using a recommended course of action or in consideration of an agreed set of principles.

Policies. A written statement which articulates the principles, values, and statements of intent and compliance requirements of the University.

Procedures. Established steps or methods must be performed to obtain a specified outcome or output. Establishes the purpose of the activity and who was responsible for the action. Communicates acceptable practice and sets boundaries.

Processes. Workflows which may involve a number of steps and handoffs between various parties. Processes support large-volume workflows and may be expressed at a broad or detailed level. Participants may be within or without the institution.

Regulations. Define how the University will exercise the powers conferred upon it as they relate to students and educational offerings.

Rules. Statements of expectations and restrictions that relate to a regulation.

Appendix 3

Policy Development Process

Step one

Identify policy need and initiate action. Any person in the University may identify a need for a new policy, or revision of an existing policy. [This may be due to changing academic, business, or legal requirements]. Agreement must be obtained from relevant policy steward to proceed to step two.

Step two

Draft policy [by policy steward]. This involves considerations within this document, and use of the policy template.

Step three

Consultation by policy steward, consult relevant members of the University community as appropriate. For example faculty, staff, students, staff unions, committees and groups, external agencies, etc.

NB: There may be the need for iteration of a draft policy to refine appropriately before endorsement.

Step four

Endorsement process by policy steward with committees, e.g., Brescia Council.

Step five

Approval process. Policy needs to be approved in accordance with University delegations using the approved templates for decision papers. This step is managed by the policy steward.

Step six

Publishing process. The policy steward ensures placement of the policy within the Policy Library website upon formal approval, and notification to affected staff.

Step seven

Implementation by policy steward. Ensure implementation, training needs, and noncompliance issues are addressed.

Step eight

Periodic review by policy steward. During the review period itself, the current policy is deemed to be unchanged until revisions are formally approved.