

 <b>CAPILANO UNIVERSITY</b>		<b>POLICY</b>	
Policy No.	Officer Responsible		
<b>B.102</b>	<b>Vice President, Finance and Administration</b>		
Policy Name			
<b>Policy Development and Management</b>			
Approved by	Replaces	Category	Next Review
<b>Board</b>		<b>Governance</b>	<b>September 2028</b>
Date Issued	Date Revised	Related Policies	
<b>June 9, 2015</b>	<b>September 26, 2023</b>		

## 1 PURPOSE

- 1.1 The purpose of this policy is to establish a framework for the development, approval, review and management of Policies, Procedures and other university-wide Guidance for Capilano University (the “University”).
- 1.2 The University’s policy development framework provides consistent processes for developing policies and supporting documentation that will assist with:
  - a) complying with legal and other regulatory requirements, or accreditation requirements;
  - b) achieving the University’s vision, purpose, values, goals and strategic directions;
  - c) managing risk;
  - d) promoting organizational efficiency; and
  - e) setting appropriate standards and expected behaviours.

## 2 DEFINITIONS

**“Guidance”** - advisory publications that are intended to provide guidance to Members of the University Community as to how an associated Policy or Procedure is implemented and may include illustrative examples, best practices, or recommendations. Guidance is non-binding in nature.

**“Officer responsible”** – the University Vice President with oversight of the Policy and Procedure based on area of responsibility, consistent with the organizational structure.

**“Policy”** – a formal statement of principles that directs how the University will act in a particular situation. Policies address broad issues and should be designed to serve the University over an extended period of time without the need for frequent review or change.

**“Procedures”** – define the manner in which Policies are to be implemented, describing the process or set of steps to be followed by Members of the University Community.

**“Policy proponent”** – the person who develops or revises Policies.

**“Senior Leadership Council.”** – the formal management group appointed by the President with responsibility for coordinating, managing, reviewing and approving the operational Policies that are not approved by the Board or Senate.

**“Member of the University Community”** - Capilano University employees, students, board members and volunteers.

### **3 SCOPE**

- 3.1 This policy governs the development of all Policies that fall under the jurisdiction of the Board, the Senate, or the Senior Leadership Council (SLC).
- 3.2 This policy does not govern the development of Guidance intended for the use of a single academic or administrative unit; however, if the unit Guidance contradicts University Policies, the Policy will prevail.

### **4 POLICY STATEMENT**

- 4.1 The policy development and review process will incorporate protocols to identify and engage with key constituents and incorporate consideration of the potential impact on the University Community as a whole, on those with Indigenous identities and other personal characteristics protected under the BC Human Rights Act.
- 4.2 The Board or Senate will request the creation or revision of Policies and review and approve 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.
- 4.3 The SLC will request the creation or revision of Policies and review and approve Policies that fall outside the jurisdiction of the Board and Senate, which normally are operational policies.
- 4.4 The President may ask any of those bodies to request the creation or revision of a Policy or Procedure, with respect to subject matter within its powers.
- 4.5 Policies address broad issues and will be designed to serve the University over an extended period of time without the need for frequent review or change. Procedures will be reviewed and updated more frequently, to ensure that they reflect the most current organizational structure, regulatory framework, and any other relevant changes in practice or circumstances.

- 4.6 The Policy office will work with Policy proponents to create initial proposals to create new Policies or to revise or rescind existing Policies and to produce policy review reports to accompany all Policies during the policy approval process.
- 4.7 Procedures may or may not be developed, depending on the nature of the policy. The Proponent responsible will determine if Procedures need to be developed, with the approval of the Officer responsible and after taking advice from the Policy office.
- 4.8 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 Policy office through the University communication process.

## **5 POLICIES AND PROCEDURES APPROVAL AUTHORITY**

### **5.1 Board Policies**

- 5.1.1 The Board has the authority to establish Policies and Procedures relating to the management, administration and control of the property, revenue, business, and affairs of the University as set out in the *University Act*.
- 5.1.2 When developing or revising policies that may be considered to include matters of educational policy as per section 35.2(6) of the *University Act* (see Appendix A) the Senate must advise the Board, and the Board must seek advice from the Senate before approval.
- 5.1.3 Upon direction of the Board, the President will assign responsibility for the development or review of Policies and their supporting Procedures to an Officer responsible and determine the most appropriate Board Committee to oversee policy development and review draft policies. The Officer responsible will assign an appropriate Policy proponent.
- 5.1.4 The Policy office, together with the Policy proponent, will write a formal proposal to create, revise or rescind the Policy, including the consultation and review processes to be undertaken, for sign off by the Officer responsible. All Policies that relate to 35.2(6) of the *University Act* will be identified and steps to include formal Senate consultation will be clearly set out in the proposal. This proposal will also encompass the development or review of any supporting Procedures.
- 5.1.5 If it is identified that a Policy may require Senate consultation the Policy proponent will present the proposal to create, revise or rescind the Policy to the Senate Bylaw, Policy and Procedures committee to determine the appropriate next steps.
- 5.1.6 New or revised draft Policies and their supporting Procedures (if determined to be necessary) must be signed off by the Officer responsible and then will either be reviewed:
  - a) by the SLC Policy Subcommittee prior to being submitted to SLC for review; or

- b) if set out in the policy proposal, by the SLC Policy Subcommittee and then the Senate Bylaw, Policy and Procedures committee and then to the Senate for review and recommendations.

In some limited circumstances it may be determined by the Officer responsible in consultation with the Director of Risk Management and the chair of the SLC that a Board Policy may not pass through the SLC subcommittee and SLC but instead be reviewed by the Executive prior to Board Committee review. When this occurs, the Policy will be circulated to SLC members for information after Executive review.

- 5.1.7 Draft Policies will then be reviewed by the appropriate Committee of the Board.
- 5.1.8 Finalized drafts of the policies will be forwarded to the next Board meeting for approval.
- 5.1.9 Policies must be accompanied by a briefing report, to be written by the Policy proponent and the Policy office, that includes a description of the consultation and review processes undertaken. For any Policies appertaining to 35.2(6) of the *University Act*, the briefing report must include any recommendations from the Senate. If the Committee of the Board disagrees with the recommendations of the Senate, the rationale will be added to the briefing report provided for the Board's consideration.
- 5.1.10 Finalized drafts of any supporting Procedures will be reviewed by the SLC Policy Subcommittee and approved in principle, pending Board approval of the Policy, by SLC or if set out in the proposal developed under section 5.1.4, reviewed by the Senate Bylaw, Policy and Procedures committee and approved in principle by the Senate. Procedures will be formally approved by SLC or the Senate after Board policy approval. Approved Procedures may be included as an information item at the next Board meeting if requested.

## **5.2 Senate Policies**

- 5.2.1 Senate has the authority to establish Policies and Procedures relating to academic and curriculum-related matters of the University as set out in the *University Act* with the exception of the Policies relating to matters pertaining to section 35.2(6) of the *University Act* (see Appendix A) which require Board approval after Senate review and with consideration of Senate recommendations.
- 5.2.2 Upon direction of the Senate, responsibility for the development or review of Policies will be assigned to a Responsible officer, this will generally be the Vice President Academic and Provost. The Officer responsible will assign an appropriate Policy proponent.
- 5.2.3 The Policy office, together with the Policy proponent, will write a formal proposal to create, revise or rescind the policy, including the consultation processes to be undertaken, for the approval of the Officer responsible and presentation to the Senate Bylaw, Policy and Procedures committee.
- 5.2.4 Finalized drafts of Policies and Procedures will be signed off by the Officer responsible, reviewed by Senate Bylaw, Policy and Procedures committee and forwarded to the next Senate meeting for

approval.

5.2.5 Policies for review must be accompanied by a briefing report, to be written by the Policy proponent and the Policy office, that includes a description of the consultation processes undertaken.

### **5.3 Operational Policies**

5.3.1 SLC has the authority to establish operational Policies and Procedures that prescribe administrative processes and which fall outside the jurisdiction of the Board or the Senate.

5.3.2 The President will assign responsibility for the development of these Policies and Procedures to an Officer responsible. The Officer responsible will assign an appropriate Policy proponent.

5.3.3 The Policy office, together with the Policy proponent, will write a formal proposal to create, revise or rescind the policy, including the consultation processes to be undertaken, for the approval of the Officer responsible and presentation to the SLC Policy Subcommittee.

5.3.4 Finalized draft Policies and Procedures will be signed off by the Officer responsible, reviewed by the SLC Policy Subcommittee and approved by SLC.

5.3.5 Policies for review must be accompanied by a briefing report, to be written by the Policy proponent and the Policy office, that includes a description of the consultation processes undertaken.

## **6 POLICY REVIEW**

6.1 All policies will include a 'Review by' date for review of the Policy and Procedures no later than three (3) years after approval or five (5) years after their last review. When Policies are reviewed, any accompanying Procedures must be reviewed. Both Policies and Procedures may be reviewed more frequently if determined necessary.

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

6.3 Procedures can be, and should be, reviewed and updated by the Policy proponent as required to meet the changing needs of the University.

6.4 The Policy office will notify the Officer responsible and the Policy proponent of all Policies and Procedures that are due for review and provide a regular report to the Board, Senate or SLC on the status of Policies and Procedures to be reviewed.

6.5 Once a review has occurred, the normal approval procedures will be followed.

6.6 Revisions to existing Policies or Procedures that do not change their substance and are considered housekeeping in nature, such as changes to department or role names, corrections of spellings or

grammar or other similar minor changes may be made on the advice of the policy office and with the agreement of the Officer responsible, without utilizing the full consultation and approval process. The updated Policy or Procedure will be presented to their approving body for information before publication.

## **8 LEGAL ADVICE**

- 8.1 From time to time, the Policy office in consultation with the Policy proponent and Responsible officer may determine it is necessary and prudent to seek legal advice in the development, revision or rescinding of Policies and Procedures especially for more specialized or contentious matters.
- 8.2 Requests for outside legal advice must be directed through Corporate Services and approved by the Vice-President, Finance and Administration excepting departments who have ongoing arrangements for legal advice in place.

## **9 RESPONSIBILITIES**

- 9.1 Policy development and management is directed and overseen by the Vice President Finance and Administration in their role as Corporate Secretary, led and managed by the Director, Risk Management and reports to the Planning and Governance Committee. The Vice President Academic and Provost is responsible for the direction and oversight of Senate policies. The Director, Risk Management will establish a Policy office with the responsibility to:
  - a) maintain the University Policy and Procedures webpages;
  - b) assist Policy proponents in their work to develop, revise and gain approval for policies, procedures and other supporting guidance;
  - c) provide policy related templates and guidance;
  - d) support consultations during policy development or revision; and
  - e) to inform Members of the University Community of all new or revised Policies and Procedures.
- 9.2 The Officer responsible is responsible for:
  - a) assigning Policy Proponents within the scope of their authority or portfolio to develop or revise Policies or Procedures; and
  - b) identifying as appropriate one or more directors in their portfolio to promote and monitor compliance with Policies (this may or may not be the same person as the Policy proponent depending on circumstances).
- 9.3 The Policy Proponent is responsible for:
  - a) developing new Policies or revising existing Policies as instructed by the Officer responsible;

- b) identifying those who will be significantly impacted by new, revised or rescinded policies and developing appropriate consultation plans with guidance from the Policy office and the Officer responsible;
- c) developing procedures and additional guidance to support the Policy if determined to be necessary; and
- d) providing education to Members of the University Community about the Policy and Procedures, if developed.

9.4 Administrators are responsible for:

- a) communicating with those under their direction about the application of Policies and Procedures;
- b) making sure those under their direction comply with Policies and Procedures; and
- c) taking appropriate action if a concern related to Policies or Procedures arises, or if a breach of a Policy or Procedure occurs.

9.5 All employees are responsible for familiarizing themselves with the content of all University Policies and Procedures, and to conduct themselves accordingly.

## **10 EXCEPTIONS**

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.

## **11 DESIGNATED OFFICER**

The Vice President, Finance and Administration is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Director, Risk Management.

## Appendix A

### Section 35.2(6) of University Act

The senate of a special purpose, teaching university must advise the board, and the board must seek advice from the senate, on the development of educational policy for the following matters:

- a) the mission statement, educational goals, objectives, strategies and priorities;
- b) the establishment, revision or discontinuance of courses and programs;
- c) the preparation and presentation of reports concerning new non-credit programs and programs offered under service contract;
- d) priorities for implementation of new programs and courses leading to certificates, diplomas or degrees;
- e) the establishment or discontinuance of faculties;
- f) the evaluation of programs and educational services;
- g) the library and resource centres;
- h) the setting of the academic schedule;
- i) the qualifications for faculty members;
- j) the adjudication procedure for appealable matters of student discipline;
- k) the terms for affiliation with other post-secondary bodies; and
- l) the consultation with community and program advisory groups concerning the University's educational programs.