

University of Saskatchewan Policy on Development, Approval and Administration of University Policies

Procedures to be followed in proposing a new policy or seeking amendments to an existing policy

A. Terms and definitions

Policies exist to ensure that our processes and practices align with our core principles and the regulatory/legislative environment, and to protect the University and its stakeholders. Our principles reflect our commonly-held values, and we write policies to ensure that these principles are respected in our various activities. We put processes into place to implement these policies (described in our procedures), and various practices emerge over time to accommodate local variation, exceptions or unforeseen irregularities that arise in carrying out these processes. Our principles rarely change—they reflect core institutional and societal values. Policy change may be infrequent, but it can, should and will occur to assure continuing relevance. Procedures should be written down and available for reference, but they change more frequently and are properly the responsibility of decision-makers responsible for the associated processes and practices.

Every university policy must have a sponsor: that is, the senior administrator (normally a vice-president, associate vice-president, dean or director) who has overall responsibility for implementation of the policy and for developing and maintaining the procedures associated with it, and promoting awareness of it. The sponsor has the authority to interpret the policy and monitor compliance. The sponsor may delegate these responsibilities (including drafting the policy).

B. Governance

University policies articulate the university's position on issues which have university-wide application, and are subject to the approval of the Board of Governors, University Council and/or Senate. The Policy Oversight Committee, representing both academic and administrative spheres of authority and responsibility and chaired by the University Secretary, is responsible for reviewing proposals for new or amended policies, recommending that policy development proceed, identifying an appropriate sponsor, advising about consultation, and identifying an appropriate approval path. Any member of the University community may suggest to the Policy Oversight Committee that a new University policy, or a revision to an existing policy, is required.

C. Steps to be taken in suggesting a new policy for approval

1. Review the University of Saskatchewan policy on the development, approval and administration of university policies, to determine whether the policy you are considering putting forward is consistent with the principles articulated there. You may wish to reference the [Policy web site](#) to see what other policies exist and for consistency of format and content, particularly with recently approved policies.
2. Complete and submit a notice of intent for a new or revised policy (attached). A sponsor must be identified.
3. The Policy Oversight Committee will consider the notice of intent and may invite you to attend a meeting to discuss the need for the policy and steps to be taken in its development. If it is agreed a new policy is needed, you will be asked to develop a draft policy based on the attached template.
4. Once the Policy Oversight Committee is prepared to recommend that the policy go forward, the committee will assign an individual to work with you to provide advice as you draft the policy and consult with stakeholders. This individual will bring the final draft back to the committee for review.

5. On the advice of the Policy Oversight Committee, the university secretary will determine the appropriate approval body (ies) for the policy, and it will be forwarded for the necessary approvals.

6. Once approval has been granted, the policy will be posted on the [university secretary's web site](#). The sponsor is responsible for implementation, development of associated procedures, interpretation and awareness of the policy, and for monitoring compliance.



NOTICE OF INTENT FOR A NEW OR REVISED POLICY

TO: Policy Oversight Committee
 C/o Beth Bilson, University Secretary

FROM:

DATE:

Select Action:

	New Policy
	Revision to existing policy
	Deletion of existing policy

Name of Policy:

If you are proposing a new policy, please suggest a title.

Name and Title of Sponsor:

The sponsor is responsible for implementation of the policy, development of associated procedures, interpretation and awareness of the policy, and for monitoring compliance. A sponsor would normally be at the level of a vice president, associate vice president, dean, or director.

Rationale for Suggesting the Policy or Changes to the Policy:

What developments, changes, or circumstances have led to your belief that a policy, or change to a policy, is needed? What are the implications of not having the policy? How would the University and/or its students, staff, and faculty benefit from such a policy?

Scope of Proposed Policy

Indicate to which members of the University community the proposed policy would apply, and reference other pertinent policies, legislation, regulations, collective agreements, etc. and explain their relationship to the policy.

Consultation

What offices and/or individuals have been/should be consulted as this policy is developed?

**See attached list of possible units for consultation.*

Awareness of the Policy

Indicate what steps will be taken, once the policy is approved, to promote awareness of the policy.

Procedures

For any given policy, sets of procedures may exist in different units to reflect local application, but all procedures must be compliant with the policy itself and should reference it. The procedures themselves should not be included in the policy. Please indicate here whether such procedures exist and, if not, indicate whether, how and by whom they will be developed (note that not all policies will necessarily have associated procedures).

(Signature)

***Consultation list:** When developing a policy, consideration should be given to consultation with the following:

Administrative offices, e.g. alumni, protective services, communications, consumer services, copyright coordinator, corporate administration, facilities management, financial services, health, safety and environment, human resources, industry liaison, institutional planning and assessment, purchasing, risk management and insurance, government and public relations, university relations.

Student support offices, e.g. Aboriginal students' centre, disability services for students, huskie athletics, international office, student and enrolment services, university residences, student accounts and treasury, university of saskatchewan students' union and graduate students' association.

Academic support offices, e.g. college deans' offices, Gwenna Moss centre for teaching and learning, ICT services and support, media production, libraries and archives, provost's office, research services.

Committees of council, e.g. academic programs, coordinating, international activities, nominations, planning and priorities, research scholarly and artistic work, scholarships and awards, teaching and learning.

Other committees and officers, e.g. discrimination and harassment prevention officer, Aboriginal initiatives, local safety committees.

University of Saskatchewan Policy Template

Title of Policy:

Category: Leave this blank; a category will be assigned
Number: Leave this blank; a number will be assigned
Responsibility: Indicate the senior administrative position responsible for the policy (the sponsor)

Approval: The university secretary, on the advice of the Policy Oversight Committee, will identify the appropriate approval body (ies) e.g. Board of Governors, Council, Senate, PCIP

Date: Date initially approved; date(s) re-formatted or revised

Purpose:
State the overarching purpose of the policy

Principles:
Identify one or more guiding principles on which this policy is founded.

Scope of this Policy:

Scope may include the groups (students, faculty, staff) to which the policy pertains, or other statements with respect to time periods, geographic locations (e.g. all campus buildings), funds (e.g. operating funds, research funds), etc.

This section should also reference other pertinent policies, legislation, regulations, collective agreements, etc. and explain their relationship to the policy.

Policy:

The statement of policy should be brief and direct.

Responsibilities:

Indicate what responsibilities are assigned, and to whom, under the policy. If there are different categories or levels of responsibility, this section can be used to delineate these.

Non-Compliance:

If applicable, a statement can be made about the consequences of non-compliance with this policy. The standardized language (adaptable as necessary) is as follows:

The University of Saskatchewan expects that its faculty, staff, students, post-doctoral students, visitors, contractors and agents will comply with this policy. Should there be reason to suspect that laws or university policies have been or are being violated, and the university may suffer reputational, financial or

other harm as a result of non-compliance, this may constitute grounds for disciplinary or legal action in accordance with any applicable agreements, contracts, collective agreements, regulations or policies, legislation or common law principles.

Procedures:

For any given policy sets procedures may exist in different units to reflect local application but all procedures must be compliant with the policy itself and should reference it. This section should indicate where such procedures may be found and who is responsible for maintaining them. The procedures themselves should not be included in the policy. (Note that not all policies will necessarily require associated procedures).

Contact:

Provide a name, title and unit including email address and telephone number.