

## 1.0 POLICY STATEMENT

- 1.1 MacEwan University (the “University”) establishes Academic, Administrative and Governance Policy Documents to advance the University’s mission, core values, pillars and strategic directions, promote operational efficiency and effectiveness, mitigate or manage institutional risk, comply with University, legal, regulatory and other requirements, set behavioural expectations across the University community and communicate roles and responsibilities with respect to Policy.

## 2.0 PURPOSE

- 2.1 This policy is intended to promote consistency, efficiency, transparency, compliance and accountability in relation to Policy Document development, review, maintenance and communication, and reflects best practice in higher education.

## 3.0 APPLICABILITY

- 3.1 This policy applies to all individuals engaged in developing, approving, revising and rescinding University Policy Documents.

## 4.0 DEFINITIONS

### **Academic Policy Documents**

Policy Documents which are subject to approval by either the General Faculties Council (“GFC”) or the GFC Executive Committee.

### **Administrative Policy Documents**

Policy Documents which are subject to approval by either the Board of Governors, a Committee of the Board of Governors, or the President’s Policy Committee.

### **Comprehensive Revision**

Any change to a Policy Document that is not a Minor Revision and that affects the Policy’s rules, principles, intent or accountability.

### **Executive Officers**

The President, Vice-Presidents and equivalent positions.

### **Governance Policy Documents**

Policy Documents which are subject to approval by either the Board of Governors, a Committee of the Board of Governors, or the President’s Policy Committee.

### **Guideline**

A statement which provides guidance for the implementation of Policy and/or Procedures and is aimed at fostering decisions or streamlining a particular process.

### **Minor Revision**

A change to a Policy Document which does not affect the Policy Document’s rules, principles or intent, which changes would normally include position or department title changes, typographical errors such as punctuation or spelling, adding references to new Procedures or supporting documents, etc., but which may include other changes that serve to clarify perceived ambiguity in a Policy Document.

**Members of the University Community**

Those persons involved in conducting University affairs, and includes all faculty, staff, students and volunteers while they are on University property, using University property or participating in University programs and activities.

**Officers**

Deans, Directors, Associate Vice-Presidents and equivalent positions.

**Policy**

Written statements of intent or principle which govern, direct, regulate and control the actions of all Members of the University Community with respect to University programs and operations.

**Policy Constituent**

An individual, group or unit identified through the Policy Document development process who may be impacted by a Policy Document or whose University role or professional expertise relates to the subject of a Policy Document, and who, therefore, must be consulted prior to approval of the Policy Document.

**Policy Document**

Documents subject to the terms of the University's Policy Document Framework and which may be any one of following: Policy, Procedure, Standard, Guideline, or code of conduct.

**Policy Document Action Form**

A working document that provides the Office of General Counsel with information relating to potential new Policies and Procedures and revisions to or proposed rescissions of existing Policies and Procedures, which information includes among other things, the purpose, constituents to be consulted and alignment with the University's foundational statements.

**Policy Document Framework**

Official University document that details the Policy Document development, management and approval process and defines the roles and responsibilities of all persons involved at every stage of the process.

**Policy Sponsor**

The Executive Officer who is responsible for the endorsement and to ensure the creation, implementation, communication, review and maintenance of, a University Policy Document that falls under the Policy Sponsor's jurisdiction.

**President's Policy Committee**

The standing committee comprised of the members of Executive Council (as may change from time to time) responsible for reviewing final drafts of certain proposed Administrative and Governance Policies and making recommendations to either the Board of Governors or to one of the Board of Governors' standing committees, and approving certain Administrative and Governance Policies and all Administrative and Governance Procedures, Standards and Guidelines.

**Procedure**

A series of consecutive action steps related to a Policy that specifies how a particular process should be completed and includes information on who, what, when, and where of the Policy.

**Responsible Office**

The employee, unit, committee or department designated by the Policy Sponsor to develop and administer a Policy Document through all stages of the document life cycle (from initiation through to review).

**Standard**

Sets out the required and achievable level of performance that establishes necessary practice as may be established by applicable authorities and against which performance must be measured.

**University Policy Repository**

The centralized repository of all University Policy and Procedures, retained in electronic format on the University’s website, that serves as the authoritative source for those documents.

**5.0 POLICY ELEMENTS**

**5.1 Policy Template**

- 5.1.1 The official University Policy template, as posted on the University Policy website, will be used for all University Policies.

**5.2 New Policy Document Development**

- 5.2.1 The Policy Document development process must involve the Policy Sponsor, the Responsible Office, the Office of General Counsel and relevant Policy Constituents, as described in the Policy Document Framework.
- 5.2.2 Any Member of the University Community may present an issue or idea relating to a Policy Document to the appropriate Policy Sponsor.
- 5.2.3 The Office of General Counsel will manage standardized methods, tools and processes for Policy Document development, review and revision.
- 5.2.4 The Responsible Office will work with the Office of General Counsel to establish a list of Policy Constituents who must be consulted during the development phase of both new and Comprehensively Revised Policies.
- 5.2.5 The Office of General Counsel will review Policy Document Action Forms and Policy and Procedure drafts and make recommendations to either the President’s Policy Committee for Administrative or Governance Policy Documents, or to the GFC Executive Committee for Academic Policy Documents.
- 5.2.6 Policy Sponsors are responsible for the subject matter addressed in, and the substance of, a Policy Document under the Policy Sponsor’s jurisdiction.

**5.3 Approval Authority**

- 5.3.1 Policy approvals will be in accordance with the powers imparted by the *Post-secondary Learning Act* of Alberta and associated regulations (all as may be amended from time to time), including delegated authority to Executive Officers and GFC.

5.3.2 Policies are subject to the following approval processes:

5.3.2.1 New Academic Policies and Comprehensive Revisions to, or rescinding of, existing Academic Policies must be reviewed by the GFC Executive Committee which will make recommendations to GFC. For Academic Policies the authority to approve new Policies, or Comprehensive Revisions to, or rescinding of, existing Policies resides with the GFC.

5.3.2.2 New Administrative or Governance Policies and Comprehensive Revisions to, or rescinding of, existing Administrative or Governance Policies must be reviewed by the President's Policy Committee which will either approve the policy action or make recommendations to either the Board of Governors or to one of the Board of Governors' standing committees. For Administrative or Governance Policies the authority to approve new Policies, or Comprehensive Revisions to, or rescinding of, existing Policies resides with the Board of Governors, subject to instances where approval authority has been delegated by the Board of Governors to one of its committees or to the President's Policy Committee.

5.3.3 Procedures will follow the Policy Document development process outlined in this policy, including review by the Office of General Counsel; however, Procedures will be approved by the President's Policy Committee and the GFC Executive Committee (as appropriate).

5.3.4 Standards and Guidelines will follow the Policy Document development process outlined in this policy; however, they will not be reviewed by the Office of General Counsel and they will be approved by the President's Policy Committee and the GFC Executive Committee (as appropriate).

#### 5.4 **Expedited Policies**

5.4.1 In extraordinary circumstances calling for urgent action, such as a change in federal or provincial law, a significant and immediate financial opportunity, or a major institutional risk, the president may enact, suspend, or revise a Policy without prior presentation to the Office of General Counsel, and/or without the prior approval by or consultation with the appropriate governing/approval body which would otherwise be required. Any Policy put into effect, suspended or revised in such a manner will subsequently be presented to the Office of General Counsel at the next available opportunity and will then proceed through the normal review and approval process as set out in this policy.

#### 5.5 **Implement and Communicate**

5.5.1 Policies and Procedures will be published in a consistent manner that is readily accessible to all Members of the University Community and the public.

5.5.2 Responsible Offices will implement new, Comprehensively Revised or rescinded Policies, and communicate changes to affected groups or units.

5.5.3 The Policy Sponsor is responsible for ensuring proper implementation and communication of all Policy Document changes under the Policy Sponsor's jurisdiction.

5.5.4 The Office of General Counsel will maintain the University Policy Repository.

## **5.6 Review, Revision, and Rescindment**

- 5.6.1 Policy Sponsors will ensure that Policy Documents under the Policy Sponsor’s jurisdiction are monitored and reviewed at least every five years from the effective date or the last Comprehensive Revision or review, to ensure that the information in the Policy Document remains accurate and that the Policy Document is still necessary and effective in its current form.
- 5.6.2 Policy reviews and Comprehensive Revisions to a Policy will follow the Policy Document development and approval process outlined in this policy, and must meet the approval requirements outlined in section 5.3 of this policy.
- 5.6.3 Minor Revisions to a Policy will follow the Policy Document development process outlined in this policy, will be reviewed by the Office of General Counsel and will be approved by the appropriate Policy Sponsor.
- 5.6.4 A request to rescind a Policy will follow the Policy Document development and approval process along with any replacement Policy.
- 5.6.5 Revision, rescindment, and approval actions will be noted in the history section of the Policy.
- 5.6.6 The Office of General Counsel will archive and maintain any and all versions of Policies and Procedures that are revised or rescinded.

## **5.7 Compliance**

- 5.7.1 Policy Sponsors and Responsible Offices are responsible for following the Policy Document development and implementation processes, communicating their Policy Documents effectively, reviewing and updating their Policy Documents regularly and monitoring their Policy Documents for compliance and effectiveness, all in accordance with this policy, associated procedures and the Policy Document Framework.
- 5.7.2 Members of the University Community are responsible for knowing, understanding and complying with Policy Documents that relate to their position, employment or enrolment at the University.

## **6.0 ASSOCIATED PROCEDURES**

None

## **7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS**

- Board of Governors Bylaws and Code of Conduct
- General Faculties Council Bylaws
- Policy Document Framework
- Official Policy Template
- Official Procedure Template

- Policy Document Action Form
- *Post-Secondary Learning Act – Alberta*

## 8.0 ACCOUNTABILITY

### Policy Sponsor

General Counsel

### Responsible Office

Office of General Counsel

## 9.0 HISTORY

### Relevant Dates

Approved: **23.12.07**

Effective: **23.12.07**

Next Review: **28.12**

### Modification History

**80.05.15:** Approved by Board Motion: 5-18-79/80. Replaces 9.19 by motion 22-1-73/74. Recommended by Executive Officers' Committee 80-04-23.

**87.03.19:** Regulation 5.7 amended by Executive Officers' Committee to record transfer of duties from President's Office to the office of the Dean of Administrative Affairs. Recommended by Executive Officers' Committee 87-03-19. Amended by Executive Officers' Committee to record transfer of duties from Vice President- Academic's Office to the Office of the President.

**97.10.07:** Editorial changes approved by President's Council.

**03.02.01:** Terminology updated. Changed "President's Council" to "Executive Committee". Format updated.

**03.12.18:** Revised and approved by Board Motion 01-12-18-2003/04.

**09.04.07:** Revised to reflect changes in our governance structure. Approved 09.04.07 by Board Motion 01-04-07-2008/09.

**09.06.12:** Revised to include Appendix B, Procedures for Retiring and Changing Policy Category. Approved by Executive Committee 09.06.12.

**09.10.08:** Terminology updated to reflect name change to Grant MacEwan University. Approved by Board motion 01-10-8-2009/10.

**15.05.28:** Complete rewrite including a new title in order for the policy to align with the University's Policy Document Framework. Approved by Board motion 03-05-28-2014/15.

**18.12.11:** Minor change to replace Academic Governance Council with General Faculties Council effective February 1, 2019. Approved by Policy Sponsor on December 11, 2018.

- 18.12.13:** Revised to account for the new Academic Policy Committee. Approved by Board motion 02-12-13-2018/19.
- 20.03.05:** Revised to remove reference to the Academic Policy Committee. Approved by Board motion 02-03-05-2019/20.
- 21.10.27:** Minor change to update position title. Approved by Policy Sponsor.
- 22.03.17:** Revised to remove reference to the Policy Advisory Group and to ensure alignment with the Policy Document Framework. Approved by Board motion #08-03-17-2021/2022.
- 23.12.07:** Revised to reflect the delegation of authority of certain policy documents by the Board of Governors and to ensure clarity with respect to policy document approval. Approved by Board motion #01-12-07-2023/24.