



I.1 Policy on University Policies & Procedures

Approving Authority:	President
Original Approval Date:	September 9, 1998
Date of Most Recent Review/Revision:	March 4, 2009
Office of Accountability:	University Secretariat
Administrative Responsibility:	University Secretariat

PURPOSE

- 1.00 University Policies and Procedures should be current, functional, and readily accessible to the university community. The purpose of this policy is to define and set standards for University Policies and Procedures, including a requirement for their periodic review.

DEFINITIONS

- 2.00 University Policy: defined by all of the following criteria:
- It is a principle based statement to be followed in carrying out the activities of the university;
 - It has broad application throughout the university and is binding on members of the university community; and,
 - The subject matter is such that it requires Board of Governors, Senate, or presidential review and approval for policy issuance and revision.
- 3.00 Procedure: a process or set of steps to be followed in order to give effect to a University Policy.

POLICY

- 4.00 A University Policy should promote governance, management practices, and behaviour consistent with the university's core principles; advance the university's mission; comply with applicable laws and regulations; promote operational efficiencies; and/or reduce institutional risk.

Roles and Responsibilities

- 5.00 A University Policy will specify:
- 5.01 An Approving Authority: the individual or body responsible for final approval of a University Policy. Approving Authorities include:
- the Board of Governors, which approves University Policies relating to the control of University property and revenues and to the conduct of its business and affairs pursuant to section 12 of the Wilfrid Laurier University Act;
 - the Senate, which approves University Policies relating to the academic governance and educational mandate of the university, pursuant to Section 19 of the Wilfrid Laurier University Act;
 - the Senate and Board of Governors;
 - the president, who approves University Policies in his/her capacity as

- Chief Executive Officer of the university, pursuant to section 27 (2) of the Wilfrid Laurier University Act; or,
- e. the president acting on authority delegated by the Board of Governors or the Senate.
- 5.02 An Office of Accountability: the president, vice-president, associate vice-president, or assistant vice-president who is designated to be responsible and accountable for the:
- a. development, implementation, maintenance and review of a University Policy;
 - b. education of members of the university community about a University Policy;
 - c. promotion and monitoring of compliance with a University Policy;
 - d. development of a new University Policy within the scope of his or her authority or portfolio; and,
 - e. approval of procedures relating to policies for which he or she is accountable.
- 5.03 An office of Administrative Responsibility: the individual or body responsible for review of a University Policy and for development and recommendation of the Procedures established under a University Policy.
- 6.00 A vice-president's (or assistant/associate vice-president's) office will normally be named as the Office of Accountability for a University Policy within the scope of his or her authority or portfolio.
- 6.01 If a University Policy is within the scope of authority or the portfolio of more than one vice-president or assistant/associate vice-president, multiple Offices of Accountability may be named.
- 6.02 The president will normally be named the Office of Accountability for a University Policy that is institutional in nature and transcends vice-presidential portfolios, or for policies which relate to a non-vice-presidential direct report.
- 7.00 The Office of Accountability for a University Policy may also be specified as the office of Administrative Responsibility.
- 8.00 Members of the university community are responsible for familiarizing themselves with and complying with University Policies and Procedures.
- 9.00 Individuals in senior administrative and management positions are responsible for making a reasonable effort to ensure that members of the university community in their areas and units are informed of University Policies and Procedures that govern their activities.
- 10.00 The office of the university secretary is the official repository for University Policies. Procedures relating to a University Policy will normally be housed in the

Office of Accountability, with appropriate electronic linkages between Policy and Procedure.

- 11.00 The university secretary may make editorial changes to a University Policy or Procedure, provided that such changes do not substantively affect the University Policy or Procedures. Editorial changes to a University Policy are subject to approval by the Office of Accountability.

Format

- 12.00 A University Policy will be classified and presented in the format prescribed by the *Procedures Relating to the Policy on University Policies and Procedures*.

Procedures

- 13.00 Procedures associated with a University Policy may be developed subsequent to the establishment of the University Policy.

Exceptions

- 14.00 Large and lengthy policies – such as collective agreements, employee group manuals, and the academic calendars – may be exempt from the standard format requirements of this policy. Exempt policies may be maintained on the web site of the originating department, with the stipulation that they be linked electronically to the appropriate section of the University Secretariat web site.

Effective Date

- 15.00 A University Policy becomes operational and enforceable upon approval or at a later date specified by the Approving Authority.
- 16.00 Procedures associated with a University Policy become operational and enforceable upon approval or at a later date specified by the Office of Accountability.

Review

- 17.00 A University Policy must undergo a substantive review every five years but may be reviewed at any time as needed.
- 18.00 Procedures associated with a University Policy must be reviewed when the University Policy is reviewed, but may be reviewed at any time as needed.

Other Policies and Agreements

- 19.00 Faculties and other academic and administrative units may establish local unit policies and procedures, but such policies may not contradict University Policies.
- 20.00 Where a University Policy or Procedure conflicts with the framework documents (the University Vision, Mission, and Guiding Principles; the Act; the By-Laws of the Board of Governors or Senate; or, the current strategic plan) or any existing

collective agreement between the university and its faculty or staff, the provisions of the framework document or collective agreement will prevail.

Reporting

21.00 The president will report annually to the Board of Governors and the Senate on University Policies developed and reviewed during the year and the action taken or recommended.

RELEVANT LEGISLATION

[Wilfrid Laurier University Act, 1973 and Amendment Act, 2001](#)

RELATED POLICIES, PROCEDURES, & DOCUMENTS

[Procedures Relating to Policy on University Policies & Procedures](#)