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.