

# Procedures

---

## UNIVERSITY POLICIES AND PROCEDURES

**Number:** GV 1.1  
**Classification:** Governance  
**Procedural Authority:** President  
**Procedural Officer:** Office of University Governance Lead  
**Effective Date:** May 2021  
**Supersedes:** N/A  
**Date of Last Review/Revision:** March 2021  
**Mandated Review Date:** March 2028

---

**Parent Policy:** Policy on University Policies and Procedures

---

## Table of Contents

1.0	PURPOSE.....	2
2.0	PROCEDURES.....	2
2.1	Development and Revision of University Policies .....	2
2.2	Development and Revision of Procedures Associated with University Policies .....	3
2.3	Approved University Policies and Procedures.....	3
2.4	Repeal of University Policies and Procedures.....	4
2.5	Mandated Periodic Review of University Policies and Procedures .....	4
2.6	Standard Format and Components of University Policies and Procedures .....	4
2.7	Identification System .....	6

## 1.0 PURPOSE

The purpose of these procedures is to describe the steps by which University Policies and Procedures are developed, reviewed, amended, repealed and approved. These steps are guided by the University's governance requirements.

## 2.0 PROCEDURES

### 2.1 Development and Revision of University Policies

- 2.1.1 Individuals, bodies or groups who perceive the need for the development of a new University Policy or the revision of an existing University Policy should consult the proposed (for a new University Policy) or named (for an existing University Policy) Designated Executive Officer, who decides whether to develop or review the University Policy.
- 2.1.2 When a Designated Executive Officer decides to begin the development or revision of a University Policy, he or she notifies the Office of University Governance Lead.
- 2.1.3 The Designated Executive Officer assigns an individual or team to carry out the development or review of a University Policy, which may include the following steps:
  - i. identify pertinent legislation and policy;
  - ii. collect and analyze pertinent information;
  - iii. determine, in conjunction with the Office of University Governance Lead, who ought to be consulted and conduct these consultations as appropriate;
  - iv. draft a preliminary University Policy and associated Procedures, if any, that meet the criteria set out in the *Policy on University Policies and Procedures* using the prescribed format and revise the draft as necessary during the consultation process;
  - v. revise the draft as necessary and submit to the Designated Executive Officer for review;
  - vii. make the draft available to the university community through the Office of University Governance policy website for comment, if appropriate; and
  - viii. finalize the draft and submit the final draft to the Designated Executive Officer so that he or she may recommend it for approval.

2.1.4 The Designated Executive Officer submits the final draft to the Office of University Governance Lead, who submits the proposed new or revised University Policy and associated Procedures, if any, for approval to the appropriate Approving Authority.

## 2.2 Development and Revision of Procedures Associated with University Policies

2.2.1 Procedures may be developed or reviewed simultaneously with a University Policy.

2.2.2 When Procedures are developed simultaneously with the development or review of a University Policy, the process in sections 2.1.3 and 2.1.4 are followed.

2.2.3 When Procedures are developed or reviewed after a University Policy has been approved, the Procedural Officer assigns an individual or team to:

- i. draft Procedures;
- ii. conduct consultations as appropriate and revise the draft as necessary during the consultation process; and
- iii. submit the final draft of the Procedures to the Procedural Officer so that they may recommend it for approval.

2.2.4 The Procedural Officer submits the final draft to the Office of University Governance Lead, who submits the proposed new or revised Procedures to the Procedural Authority for approval.

## 2.3 Approved University Policies and Procedures

2.3.1 Once a University Policy and associated Procedures, if any, have been approved, the Office of University Governance:

- i. maintains a record of the current, enforceable version of the University Policy and Procedures;
- ii. publishes copies of the University Policy and Procedures and makes them accessible to the University community; and
- iii. maintains a record of the initial approval of a University Policy and Procedures and of all subsequent substantive and editorial changes.

2.3.2 The Designated Executive Officer communicates the approval of new or revised University Policies and associated Procedures as appropriate.

## 2.4 Repeal of University Policies and Procedures

- 2.4.1 A University Policy or Procedures may be repealed at any time, subject to approval by:
- i. the Approving Authority, in the case of a University Policy; or
  - ii. the Procedural Authority, in the case of a Procedure.

## 2.5 Mandated Periodic Review of University Policies and Procedures

- 2.5.1 The Office of University Governance Lead sets a cyclical schedule for the mandated review of all University Policies and Procedures.
- i. The Office of University Governance Lead advises a Designated Executive Officer of the schedule for mandated review of a particular University Policy.
  - ii. The Office of University Governance Lead advises a Procedural Authority of the schedule for mandated review of a particular Procedure.
  - iii. In cases where a University Policy undergoes substantive review outside the regular review cycle, the mandated review date should normally be re-set at the standard number of years following the review.
- 2.5.2 The Designated Executive Officer for a University Policy:
- i. initiates and directs the mandated reviews according to the steps set out in these Procedures;
  - ii. recommends revisions when warranted; and
  - iii. reports to the President, through the Office of University Governance Lead, on the outcomes of the review.

## 2.6 Standard Format and Components of University Policies and Procedures

- 2.6.1 The standard components for University Policies include the following:
- i. The Heading, which includes:
    - a. the UNBC logo
    - b. policy title
    - c. number
    - d. classification
    - e. approving authority (E.g. Board, Board of the recommendation of Senate, Senate)
    - f. designated executive officer
    - g. effective date (the date when the policy or revised policy comes into force)

- h. the effective date of the previous version which is superseded by the new version
- i. date of last editorial change
- j. mandated review date (the date by which the mandated review must be completed)
- k. the number and title of the policy's corresponding procedures
- ii. Background (optional)
- iii. Policy Purpose
- iv. Principles (optional)
- iv. Scope
- v. Definitions (optional)
- vi. Policy (a clear and concise statement of the policy. This section should not include Procedures)
- vii. Reporting
- viii. Authorities and Officers (A list of all authorities and officer for the Policy)
  - a. Approving Authority
  - b. Designated Executive Officer
  - c. Procedural Authority
  - d. Procedural Officer
- ix. Relevant Legislation (optional)
- x. Related Policies and Other Associated Documents (optional)

2.6.2 The standard components for University Procedures include the following:

- i. The Heading, which includes:
  - a. the UNBC logo
  - b. procedures title
  - c. number
  - d. classification
  - e. procedural authority
  - f. procedural officer
  - g. effective date (the date when the policy or revised policy comes into force)
  - h. the effective date of the previous version which is superseded by the new version
  - i. date of last editorial change
  - j. mandated review date (the date by which the mandated review must be completed)
  - k. the number and title of the policy's corresponding procedures

## 2.7 Identification System

2.7.1 The University Policy and Procedures identification system categorizes the documents according to subject matter and uses a combination of letters and numbers.

2.7.2 University Policies and Procedures are categorized as follows:

Code	Categories
AS	Academic and Students
AD	Administration
BP	Buildings and Properties
ER	External Relations
FM	Financial Management
HR	Human Resources
GV	Governance
IM	Information Management
RI	Research and Innovation
SS	Safety and Security

2.7.3 Each Policy number contains an alpha code composed of two letters indicating the category, and a digit (whole number) assigned to each Policy in a specific category in chronological order based on the date the Policy was created, from oldest to most recent.

2.7.4 Each Procedure document number corresponds to the parent policy number and contains an alpha code composed of two letters indicating the category, and a digit (parent policy number + assigned decimal number).

2.7.5 When a parent policy is not apparent, the Procedures document is assigned an alpha code composed of two letters indicating the category, a digit (whole number + decimal number) in a specific category in chronological order based on the date the Procedures were created, from oldest to most recent.

2.7.6 The Office of University Governance Lead assigns the Policy and Procedures numbers.