

SUBJECT: POLICIES AND PROCEDURES MANUAL**1. Purpose**

The Policies and Procedures Manual provides a uniform method of processing, approving and publishing University policies and procedures.

The online manual:

- Provides a ready reference to the administrative and financial services which are available and the means by which they can be obtained.
- Provides a ready reference for other University policies and procedures which from time to time are established and deemed appropriate for inclusion in the manual.

2. Structure of Manual

The manual contains policies and procedures that have been approved by President's Council and, following appropriate consultation, by the Senate and Board of Governors. Policies contained in the University's Academic Calendar have not been duplicated in this manual.

Each policy contains the following elements:

Purpose: This paragraph provides a brief description of what the particular policy and procedure concerns.

Scope: This paragraph identifies the scope of each policy and procedure, and whether there are restrictions upon its applicability. It identifies groups, departments, funds etc. to which the policy and procedure are or are not applicable.

Authority: This paragraph indicates the administrative authority for the establishment of the policy and procedure, and for ensuring compliance. Administrative Units are identified rather than persons.

3. Approvals Processes for Board of Governors Policies

Policies that relate specifically to sections of the University Act (e.g. section 27) that pertain to the Board of Governors or that are initiated by the Board of Governors are deemed "Board policies ♦." Policies drafted or revised by or for the Board of Governors are sent to the Office of the Provost to be reviewed for compliance with respect to structure, for clarity, and for consistency with legislation and other University policies before going on the Board of Governors' agenda.

♦ The Board of Governors and the Senate share powers under the University Act and may share policy designation as well.

4. Approvals Processes for Senate Policies

Policies that relate specifically to sections of the University Act (e.g. section 37) or that are initiated by the UNBC Senate or a Senate Sub-Committee are deemed "Senate policies♦." Policies drafted or revised by or for Senate are sent to the Office of the Provost to be reviewed for compliance with respect to structure, for clarity, and for consistency with legislation and other University policies before going on the Senate agenda.

5. Approvals Processes for University Policies

- a. Policies that relate to the administration of UNBC or that are initiated by UNBC departments are deemed "University policies." Policies are drafted or revised by the applicable Departments using the appropriate template. Once they have been approved by the Department, the draft policy is sent to the Office of the Provost to be reviewed for compliance with respect to structure, for clarity, and for consistency with legislation and other University policies. Once a policy meets the requirements of the department and the Office of the Provost, the Office of the Provost circulates the draft policy to President's Executive Council.
- b. Once any amendments have been made by President's Executive Council, the policy / is reviewed and approved by President's Council. procedure is sent to the membership of President's Council for comment after which, If necessary, the policy/Procedure will be referred back to President's Executive Council for further consideration. Final approval is reserved for President's Council.
- c. Upon final approval, the policy is added to the on-line Policy and Procedures Manual and the information disseminated, as appropriate, by the Office of the Provost.

6. Approvals Process for University Procedures

- a. Procedures are by their nature administrative and procedures initiated by UNBC departments are deemed "University procedures."
- b. Procedures that relate to specific policies are documented separately from those policies but clearly linked to them.
- c. Procedures are drafted or revised by the applicable Department using the appropriate template. Once they have been approved by the Department, the draft procedure is sent to the Office of the Provost to be reviewed for compliance with respect to structure, for clarity, and for consistency with legislation, the related policy, and other University policies.
- d. Once these issues have been addressed to the satisfaction of both the source Department and the Office of the Provost, the Office of the Provost circulates the draft procedure to President's Executive Council.
- e. Once any amendments have been made by President's Executive Council, the procedure is circulated for final approval by President's Council. If necessary, the procedure will be referred back to President's Executive Council for further consideration. Final approval is reserved for President's Council.
- f. The procedure may be added to the online Policy and Procedures Manual when appropriate to do so, and linked to the appropriate policy, and information disseminated, as appropriate, by the Office of the Provost.

