



Senate

Policy Name	<b>Policy on Policies</b>
Policy Number	EX-2012-01
Origin	Senate Executive
Authority	Senate
Date of Original Approval	2012-01-30
Supersedes	
Senate Approval Dates	2017-10-27; 2017-9-29; 2015-11-27; 2012-01-30
Effective from	2017-10-27
Review Date	2022-10-27
Responsibility for Review	Secretary of Senate
Responsibility for Implementation	Secretary of Senate

Purpose:

The Senate Policy on Policies will ensure that there will be a common format and a consistent process for developing, implementing and reviewing Senate policies, and that Senate policies will be accessible internally and to the broader community.

Scope:

This policy applies to all policies brought to Senate for approval.

Definitions:

**Policy**      A *policy* states the University's position on a particular issue, outlines principles upon which decisions shall be made, or defines expected outcomes. A policy answers the questions: What do we want to achieve? and Why do we want to achieve it?

**Procedure**      *Procedures* outline how a policy is normally to be implemented.

Guidelines *Guidelines* state best practices, recommended approaches, or additional information about the implementation of policy. Guidelines, unlike procedure, are not mandatory.

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Policy:

1. All policies brought to Senate for approval shall be prepared in accordance with the Senate Policy on Policies, using the approved template.
  2. Committees responsible for drafting policies shall ensure that the proposed policy is consistent with University policies and contractual obligations.
  3. Senate policies shall be maintained by the Secretary of Senate in the University's Document Central ([www2.msvu.ca/documentcentral](http://www2.msvu.ca/documentcentral)). Offices and departments wishing to provide access to Senate policies shall link to the Document Central rather than upload local copies.
  4. Documents in the Policy Central shall be in pdf format; editable versions are available from the Secretary of Senate as required.
  5. All policies shall be assigned either a retirement date or a review date as appropriate.
  6. The committee originating the policy shall normally be responsible for its review, which should occur at least every five years. Policies subject to review but not yet reviewed shall remain in effect until such time as the review is concluded.
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Procedures:

1. The Senate Policy Template shall be made available in the University's Document Central ([www2.msvu.ca/documentcentral](http://www2.msvu.ca/documentcentral)) for download.
2. The committee originating the policy shall send a draft policy to the Secretary of Senate in an editable digital format. Draft policies which do not conform to the template will be sent back to the committee for revision.
3. Relevant documents such as forms or templates shall accompany the draft policy.
4. If, as part of the Senate approval process, Senate recommends revisions to a policy, these changes shall be incorporated into the document by the originating committee and resent to the Secretary of Senate in WORD. Such changes do not constitute a revision of the policy.
5. The Secretary of Senate shall assign the policy number.
6. Policy numbers shall consist of a code designating the originating committee, the calendar year of initial approval, and an individual number beginning with one and proceeding sequentially to the end of the year. Thus the first policy proposed by CAPP and approved by Senate in the calendar year 2012 will be designated CAPP-2012-1. When a policy name changes, a new policy number shall be assigned. Otherwise, the original policy number is retained when revisions occur.
7. The Secretary of Senate shall ensure that the policy (together with any relevant documents) is uploaded to the Document Central, and that relevant offices are informed that the policy is available to be linked from their webpages or intranet sites.

8. Within five years of the policy being approved at Senate, the committee or person responsible for its review shall determine whether the policy should be retained as is, revised, or retired, and shall report to Senate regarding its decision.
9. The Secretary of Senate, in consultation with the Chair of Senate, and with the approval of Senate Executive, shall be authorized to make editorial changes to policies to reflect changes to existing names or titles. The Senate Executive shall notify Senate of all such changes.

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Guidelines:

1. Insofar as possible, policies should be written in plain English.
2. The person identified as having responsibility for implementation should be someone who can answer specific questions about the policy and its interpretation. For example, a dean would be the appropriate person to oversee the implementation of a Senate policy on course outlines.

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Related Documents:

Senate Policy Template, attached.



Senate

Policy Name	Insert policy name here
Policy Number	Assigned by Secretary of Senate
Origin	Committee responsible for bringing policy to Senate
Authority	Senate
Date of Original Approval	Date originally approved by Senate
Supersedes	Name of old policy replaced by the new one, if applicable
Senate Approval Dates	Include current approval date and up to the last three dates the policy has been approved by Senate
Effective from	Insert date policy takes effect
Review/Retirement Date	Usually five years from the effective date. Some policies may specify a retirement date, after which the policy automatically lapses; most will specify a review date by which it must be revised, rescinded, or confirmed for a further period.
Responsibility for Revision	Usually but not necessarily the chair of the committee of origin
Responsibility for Implementation	Position whose incumbent oversees implementation and interpretation of the policy

Purpose:

Scope:

Definitions: (if applicable)

Policy:

Procedures: (If applicable)

Guidelines: (if applicable)

Related Documents: (if applicable)