

THE UNIVERSITY OF WINNIPEG

POLICY TITLE: Policy Development and Administration Policy

EFFECTIVE DATE: September 20, 2016

APPROVAL BODY: University Administration

POLICY PURPOSE

1. Purpose of the Policy

- 1.1. This Policy describes the process by which University Policies will be initiated, developed, approved, reviewed and communicated.

LEGAL AUTHORITY

Not Applicable

APPLICABILITY

2. Jurisdiction

- 2.1. This Policy applies to all University Policies, including existing and new Policies.

RESPONSIBILITY

The President & Vice-Chancellor is responsible for the development, administration and review of this Policy.

KEY DEFINITIONS

For the purpose of this Policy, the following definitions apply.

Designate: the President and Vice-Chancellor or Vice-President responsible for a Policy.



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Policy: a broad, written statement of philosophy, principle and direction that provides clear guidance and assistance for decision-making.

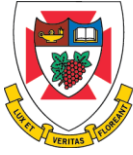
Procedure: a statement that prescribes specific actions to be taken, most often to conform to established policies.

Senior Administration: the senior staff including the President and Vice-Presidents and other senior executives who comprise the Executive Planning and Priorities committee.

POLICY ELEMENTS

3. Policy Elements

- 3.1. A University Policy should promote governance, management practices, and behaviours consistent with the University's core principles; advance the University's mission; comply with applicable laws and regulations; promote operational efficiencies; and reduce institutional risk.
- 3.2. Policies at UWinnipeg require approval from different bodies: Board of Regents; Senate; and Senior Administration.
 - a. The Board of Regents is the governing body of the University responsible for the review and approval of Policy that is related to University business in accordance with section 12(2) of The University of Winnipeg Act.
 - b. Senate is the governing body of the University responsible for the review and approval of academic policies in accordance with section 24 of The University of Winnipeg Act.
 - c. Senior Administration is the governing body of the University responsible for the review of Policy delegated to staff from the Board of Regents or Senate, as well as any Policy directing the general administration of the University as delegated to Senior Administration from the President of the University as per section 29 of The University of Winnipeg Act.



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- 3.3. All Policy shall have a Designate responsible for a given Policy and Procedures. The Designate is responsible for:
 - a. The content of Policy and Procedures;
 - b. The interpretation of Policy and Procedures;
 - c. Regular review of Policy and Procedures, which includes reconciliation of the Designate's Policy and Procedures where applicable; and
 - d. Ensuring coordination of Policy within the Designate's area of responsibility.

- 3.4. The Office of Institutional Analysis is responsible for:
 - a. Developing and implementing the Policy framework;
 - b. The stewardship of any new or revised Policy;
 - c. Assisting the Designate with development, drafting, consolidation and retirement of policies;
 - d. Maintenance of the University Policy website;
 - e. Keeping an inventory of current University Policies;
 - f. Identifying Policy gaps;
 - g. Coordinating with General Counsel to ensure there is a legal review of all Policy.

- 3.5. Comprehensive revisions to existing Policy require the same level of approval as new Policy. Editorial revisions can be approved by the Designate provided such changes do not substantively affect the University Policy or Procedures. The Designate is responsible for ensuring the approval body is made aware of any editorial revisions.

- 3.6. A University Policy shall undergo a review every five years, but may be reviewed at any time as needed.

- 3.7. Where a University Policy or Procedures conflict with any



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existing collective agreement the provisions of the agreement will prevail.

- 3.8. All Procedures associated with a Policy must undergo the same approval and review process as a Policy.
- 3.9. Faculties and other academic and administrative units may establish local unit Policy or Procedures, but such Policy or Procedures may not contradict University Policies.

ASSOCIATED PROCEDURES

Refer to the UWinnipeg Policy Framework for a detailed overview of the Policy cycle.

RELATED POLICIES

This Policy relates to all University Policies.

RELEVANT DATES

Originally Issued: January 11, 2011

Revised: September 20, 2016

Effective: September 20, 2016

Scheduled Review: Fall 2021