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## POLICY DEVELOPMENT AND APPROVAL

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POLICY NUMBER	N/A
APPROVAL DATE	DECEMBER 15, 2006
LAST AMENDMENT	JUNE 2006
REVIEW DATE	JUNE, 2011
AUTHORITY	BOARD OF GOVERNORS AND SENATE
PRIMARY CONTACT	PRESIDENT/EXECUTIVE ASSISTANT TO THE BOARD OF GOVERNORS

### **POLICY**

Policy approval at Thompson Rivers University (TRU) is intended to be an inclusive process. Interested parties will be consulted during the approval process. Policy development and approval will be consistent with the powers and duties of the Board of Governors, Senate and Planning Council for Open Learning as prescribed by the *Thompson Rivers University Act* (the "TRU Act").

TRU policies and regulations are published on TRU's website. The TRU community will be informed, on a monthly basis, of new and amended policies. Those units wishing to keep a paper copy of the current policies and regulations can print them from the website.

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### **REGULATIONS**

#### I) TYPES OF POLICIES

1. There are four types of policies at Thompson Rivers University. They are:
  - a. policies adopted by the Board;
  - b. policies adopted by Senate;
  - c. policies adopted by the Planning Council for Open Learning; and
  - d. policies adopted by President's Council.

## II) CONTENT OF POLICIES

TRU policies contain the following:

### 1. Policy Statement

Policy statements guide the behaviour and actions of the administration and the University community. They do not specify the manner in which policies are to be implemented.

### 2. Regulations

Policy Regulations define the manner in which policies are to be implemented.

## III) DEVELOPMENT OF NEW POLICIES AND REGULATIONS

1. New policies and regulations are developed by the Board, Senate, and the Planning Council for Open Learning in accordance with the respective powers and duties of the Board, Senate, and Planning Council for Open Learning set out in the *TRU Act* and *University Act*. President's Council develops operational policies.

The President may request any of those bodies to develop a policy or regulation, or revise a policy, with respect to subject matter within its powers.

## IV) POLICY APPROVAL PROCESS

### 1. Board of Governors Policies

The Board of Governors has the authority to establish policies and regulations in respect of matters within its power under the *TRU Act* and the *University Act*.

- a. Upon direction of the Board, the President will assign responsibility for the development of draft policies and regulations.
- b. Draft policies and regulations will be reviewed by President's Council prior to Board consideration.
- c. The Board must seek advice from Senate, and Senate must advise the Board, on the development of educational policies in respect of matters described in section 10 of the *TRU Act*.
- d. Prior to approving a policy, the Board will serve Notice of Motion as set out below.

- e. Policies approved by the Board will be forwarded to Senate and the Planning Council for Open Learning for information

## 2. Senate Policies

Senate has the authority to establish policies and regulations in respect of matters within its power under the *TRU Act*.

- a. In developing a new policy or regulation, Senate will determine in each case who will be responsible to prepare a draft, and which Committee of Senate, if any, will review the draft.
- b. Prior to approving a policy, Senate will serve Notice of Motion as set out below.
- c. Policies approved by Senate will be forwarded to the Board and Planning Council for Open Learning for information.

## 3. Planning Council for Open Learning Policies

The Planning Council for Open Learning has the authority to establish policies and regulations in respect of matters within its power under the *TRU Act*.

- a. In developing a new policy or regulation, the Planning Council will determine in each case who will be responsible to prepare a draft, and which Committee of Planning Council, if any, will review the draft.
- b. Prior to approving a policy, the Planning Council will serve Notice of Motion as set out below.
- c. Policies approved by Planning Council will be forwarded to the Board and Senate for information.

## 4. President's Council Policies

Operational policies are those which prescribe administrative processes. These policies are intended to provide for the efficient operation of the University and may be developed in order to provide clear direction to employees of the University.

- a. Normally draft policies are developed by the administrative unit responsible for implementing the policy.
- b. Prior to approving a policy, the President's Council will serve two weeks Notice of Motion.

5. **Notice of Motion**

- a. Prior to approving a new policy and regulations, or revisions to an existing policy, Notice of Motion will be given by the Board, Senate, or Planning Council for Open Learning at its regularly-scheduled meeting prior to approval.
- b. Notices of Motion, including a link to the draft policy, will be posted electronically to all departments for posting in areas frequented by employees and students.
- c. A draft policy may be approved notwithstanding that it is amended after Notice of Motion is posted, provided the governing body approving the policy considers that the nature of the amendments do not warrant delaying approval of the policy by issuing a further Notice of Motion with respect to the amended policy.

V) **POLICY REVIEW**

1. All policies will include a 'Review by' date for review of the policy and regulations no later than 5 years after their approval, or their last review, as the case may be.
2. The Board of Governors, Senate, Planning Council for Open Learning or President's Council may, at any time, initiate a review of any of its policies.
3. The Office of the President will refer policies that are due for review to the responsible governing body.
4. Policies without a 'Review By' date will be reviewed by the responsible governing body five years from the date of approval.
5. Once a review has taken place, the Policy Approval Process set out above in Article IV, will be followed.

VI) **AMENDING REGULATIONS**

1. Regulations can be, and should be, amended as required to meet the changing needs of the University.
  - a. The President may amend regulations based on consultation with appropriate members of the University community, provided the amended regulations conform to the approved policy.
  - b. Normally, the Board, Senate, Planning Council for Open Learning or President's Council will be informed of amended regulations.
  - c. The Board, Senate, or Planning Council for Open Learning may, with respect to regulations under their respective policies, determine to review and alter any amended regulations approved by the President.

VII) **LEGAL ADVICE**

The Associate Vice-President Legal will provide legal advice on, and assistance in drafting, new and revised policies and regulations.

VIII) **RESPONSIBILITIES**

1. It is the responsibility of the Executive Assistant to the Board and Office of the President to maintain the Policy Manual on TRU's Website and to inform the TRU community of any new policies and amendments.
2. Administrative heads are responsible for the dissemination of policy information and making the information accessible to staff in their units. They are also responsible for ensuring that the policies and procedures are appropriately communicated and applied in their units.
3. It is the responsibility of faculty and staff to familiarize themselves with the contents of the Policy Manual and conduct themselves accordingly.

IX) **REPOSITORY**

In order to maintain comprehensive and easily retrievable documentation, correspondence, and records on policy development will be filed with the Executive Assistant to the Board of Governors.

X) **COMMUNICATION OF POLICIES AND REGULATIONS**

Approved policies and regulations are posted in the Policy Manual on TRU's website <http://www.tru.ca/policy/allpolicy.html> . The TRU community will be informed monthly of any new or amended policies and regulations.

XI) **EXCEPTIONS**

Under exceptional circumstances, the President may approve new policies and regulations or revisions to existing policies and regulations on an interim basis until such time that the policy may proceed through the regular policy approval process.

**(In this Policy the term Senate refers to the University Council established under section 8(1) of the Thompson Rivers University Act.)**