POLICY DEVELOPMENT POLICY

Policy Type:	Board of Governors	**Initially Approved:**	April 2014
Policy Sponsor:	President and CEO	**Last Revised:**	September 2018
Primary Contact:	University Secretary	**Review Scheduled:**	2023
Approver:	Board of Governors		

A.   OVERVIEW

Alberta University of the Arts (the "University") establishes Board, Academic, Administrative and Governance Policy Documents to advance the University's mission, core values, pillars and strategic directions, promote operational efficiency and effectiveness, mitigate or manage institutional risk, comply with University, legal, regulatory and other requirements, set behavioural expectations across the University community and communicate roles and responsibilities with respect to Policy.

B.   PURPOSE

The purpose of this Policy is intended to promote consistency, efficiency, transparency, compliance and accountability in relation to Policy document development, review, maintenance and communication, and reflects best practice in higher education.

C.   SCOPE

This policy applies to all individuals engaged in developing, approving, revising and rescinding University Policy documents.

D.   POLICY STATEMENT

1. General
Policies are created so that there can be an overarching reference and authority on AUArts' position on particular issues. Policies align with AUArts' strategic direction; mission, vision, values; and are based on legislation covering AUArts.

Policies should:
- Reflect Government legislation and regulation;
- Provide decision makers with guidance, limits and alternatives;
- Involve consultation with stakeholders during the development or revision;
- Presented in the standard format;
- Formally approved; and
- Maintained centrally and accessible to the University Community

E.   APPROVAL

1. **Approval Authority**

University Policies and Procedures may be approved by:
a) the Board;
b) the General Faculties Council; or
c) President and CEO

Decisions with respect to the authority to approve a University Policy or a University Procedure will be rendered by the University Secretary in conjunction with the Implementation Authority.

2. **Effective Date**

University Policies and Procedures are effective on the date they are published unless another date is specified.

3. **Review and Rescindment**
- Reviewed by the Primary Contact at least once every five years, unless otherwise stated in the Policy.
- A Policy or Procedure may be rescinded at any time, subject to approval of the Approval Authority.

F.   RESPONSIBILITIES
1. Employees
- Employees are responsible for reading and complying with this Policy and acting in accordance with all AUArts Policies, Procedures, and Guidelines.
- Management employees are also responsible for taking steps to ensure that employees reporting to them are aware of and understand AUArts Policies, Procedures, and Guidelines.
- Where applicable, or required by Policy, Employees and Management Employees are responsible to ensure that contractors, volunteers, students, and/or visitors reporting to them are aware of and understand AUArts Policies, Procedures, and Guidelines.

2. Approver [for this Policy]
- Ensure appropriate rigour and due diligence in the development of this Policy.

3. Primary Contact [for this Policy]
- Ensure that University staff are aware of this Policy;
- Monitor compliance with this Policy;
- Regularly review this Policy to ensure consistency in practice; and
- Sponsor the revision of this Policy when necessary.

4. University Secretariat
- ensure Policies and Procedures comply with applicable laws and legislation;
- review proposed Policies and Procedures and revisions to Policies and Procedures for consistency with existing Policies and Procedures;
- resolve questions of whether a formal Policy or Procedure is required; and
- draft Policies and Procedures and assist with the consultation and approval process.

5. Development and Revision

Employees or Management Employees who see the need for either the revision or development of a Policy, Procedure, or Guideline will consult with the University Secretariat or named Policy Sponsor who will decide to develop or review the proposed document.

When a Policy Sponsor agrees to the drafting or revision of a Policy, Procedure, or Guideline, they will submit it for approval to the appropriate Approval Authority using AUArts Policy Template.

Where needed, Procedures and Guidelines will be developed concurrent with a new Policy, so the Policy can be implemented once approved.

## G.	NEW POLICY, PROCEDURE AND GUIDELINE DOCUMENT DEVELOPMENT

All Policies, Procedures, and Guidelines will be approved and published in the format specified by AUArts as per the AUArts Policy Template (Appendix A) and AUArts Procedure Template (Appendix B)

The University Secretariat will assign an appropriate number, according to the Policy Framework below, when they come into effect:

## H.	POLICY FRAMEWORK

Number Sequence	Section	Policy Type
100	Board of Governors	Board
200	Finance	Institutional
300	Academic Administration	Institutional
400	Human Resources	Institutional
500	Executive Administration	Institutional
600	Computing and Technical Services	Institutional
700	Health and Safety	Institutional
800	Facilities Management	Institutional
900	Advancement	Institutional
1000	General Faculties Council	Academic

## I.	STANDARD OPERATING PROCEDURES

Specific departments, or Schools may develop Standard Operating Procedures and Rules/Regulations autonomously, when they have applicability within their respective units.

Standard Operating Procedures must not interfere with any Policy, Procedure, or Guideline.

## J.	DEFINITIONS

Academic Policy:	Means a Policy affecting academic programs which is delegated to the General Faculties Council through powers conferred in the PSLA or the Board of Governors.

Approval Authority:	Means the individual or entity with the authority to approve a Policy, Procedure or Guideline, as described in this Policy.
Board Policy:	Means a Policy of that deals with Board responsibilities to AUArts or the Governance of AUArts as set out in the PSLA.
Employees:	Includes Faculty, Staff, Exempt employees, and Management Employees.
Guideline:	A Policy support document that provides recommended guidance, or best practice for the implementation of Policies and/or Procedures.
Institutional Policy:	Means a Policy of that deals with administrative matters, operations, facilities, personnel and /or standards of protocol.
Management Employees:	Includes the President + CEO, Vice-Presidents, Associate Vice-Presidents, Chairs, Directors, Managers and all employees classified as management by the Human Resources department.
Policy:	A written statement of intent or principle which governs, directs and regulates the actions of all Employees and Board of Governors members. Policies may also govern, direct, and regulate the actions of Students, contractors, volunteers, and visitors while they are present on AUArts property or are participating in AUArts programs or activities. A Policy is either a Board Policy, Institutional Policy or an General Faculties Council Policy.
Policy Template:	AUArts' document outlining the format and steps for the development and revision of AUArts Policies, Procedures, and Guidelines.
Policy Sponsor:	The President or a member of the President's Cabinet who initially approves of a Policy idea to be drafted within their area of responsibility. The Sponsor may delegate the responsibility for drafting a Policy as well a communication and implementation plan.
Procedure:	Means a Policy document that outlines a series of actions related to a Policy that specifies how a process will be completed and includes information on the who, what, when and where with respect to the implementation of the Policy.
Standard Operating Procedures:	Documents setting out departmental practices created autonomously within individual departments or schools.

K.   RELATED POLICIES
- None

L.   RELATED LEGISLATION

- *Post-Secondary Learning Act*

M. RELATED DOCUMENTS
- AUArts Policy Template
- AUArts Procedure Template

N. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
April 2014	New Policy	All		
September 2018				
May 2020	New University Template Format and updating of key Policy components	All	Andrea Power	University Secretary