

Policy History
<b>Policy No.</b> GV2
<b>Approving Jurisdiction:</b> Board of Governors, Senate
<b>Administrative Responsibility:</b> President
<b>Effective Date:</b> April 2013

## Protocol for the Development of University Policies Policy

### A. CONTEXT AND PURPOSE

Kwantlen Polytechnic University requires a policy development protocol in order to provide students, faculty, staff, Board members and others with a set of guidelines for developing policy that will assist in ensuring compliance with legal and other regulatory requirements, managing risk, achieving the University’s mission, enhancing operational efficiencies and setting appropriate standards and restraints.

### B. SCOPE AND LIMITS

1. This policy protocol governs the development of all policies, relating to the operation of the University, under the jurisdiction of the Board, Senate and the President.
2. This policy protocol does not apply to policies developed by the Board of Governors in relation to its governance.
3. This policy protocol does not apply to practices developed by individual departments to guide the management of issues within their particular jurisdiction and control. These will be identified as “practices” to distinguish them from the “Procedures” associated with policies.

### C. STATEMENT OF POLICY PRINCIPLES

1. Policies are congruent with the mission, values and goals of the University and consistent with the legal and internal powers of the Board, Senate, and Administration of the University.
2. The development and approval of Policies is an open and inclusive process with an appropriate level of input from those members of the University community who may be affected by the Policies.
3. Policy development and maintenance is co-ordinated through a central office.
4. The writing of Policy and related Procedures will be undertaken by the individual or body that is most knowledgeable about the issues addressed in the Policy.
5. While Policies focus on principles and those principles address broad, long-term issues and values, Procedures are required to ensure clarity around actions to support the Policies and will be directly linked to the Policies they support. The processes necessary

- to modify Procedures are relatively easy to effect in order to recognize organizational, regulatory or other issues without, in most cases, the need to review the principles imbedded in the Policy statement itself
6. The term “Departmental Practices” (or a similar term) is used to distinguish these from University level Policy and Procedures.
  7. The Policy development process and the Policies themselves is readily accessible to the University community, primarily electronically, and linked to the related Procedures that support the Policies as well as links to other, relevant Policies and regulatory information
  8. Policies are reviewed on a regular basis, say every 5 years, to ensure that they continue to be relevant and current
  9. Procedures are reviewed on a regular basis, say every 2-3 years, to ensure their continued currency
  10. If and when resources become available, consideration will be given to instituting random Policy audits to ensure that Policies are being followed, are being correctly interpreted and are being applied consistently. When implemented, this will be carried out through the office of an internal auditor, a position that has not yet been created at Kwantlen.

## **D. DEFINITIONS**

Refer to the related Procedures document for definitions which will enhance the reader’s interpretation of this Policy.

## **E. RELATED POLICIES & LEGISLATION**

University Act

## **F. RELATED PROCEDURES**

Refer to *GV2 Protocol for the Development of University Policies / Procedure*