



THE UNIVERSITY OF WINNIPEG

POLICY TITLE: Policy Development and Administration Policy

EFFECTIVE DATE: September 20, 2016

APPROVAL BODY: University Administration

POLICY PURPOSE

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

LEGAL AUTHORITY

Not Applicable

APPLICABILITY

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

The following definitions apply to terms as they are used in this Policy:

- “Policy” is defined as a broad, written statement of philosophy, principle and direction that provides clear guidance and assistance for decision-making.
- “Procedure” is defined as a statement that prescribes specific actions to be taken to conform to established policies, allowing for the orderly implementation of those policies.

POLICY ELEMENTS

Policies at UWinnipeg require approval from different bodies: Board of Regents; Senate; and Administration (via Executive Planning & Priorities). The Board of Regents is the governing body of the University responsible for the review and final approval of Policy that is related to university business in accordance with the Policy Framework. Senate is the governing body of the University responsible for the review and final approval of academic policies and procedures, including scholarship, research, and creative activity in accordance with the Policy Framework. Executive Planning & Priorities is the standing committee responsible for reviewing and approving administrative policies, as well as providing direction regarding proposals to develop new policies and revise existing policies.



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The Office of Institutional Analysis is responsible for the overall stewardship of the Policy Framework. There are six stages outlined in the UWinnipeg Policy Framework, as follows:

- 1. Issue Identification & Analysis** – Policy-related issues are brought forward by the Board of Regents, Senate, or other members of the university community. These policy issues are prioritized in accordance with the Annual Policy Agenda as set by EPP.
- 2. Evidence-Based Review & Policy Research** – The Office of Institutional Analysis conducts an evidence-based review of the policy issue, upon the direction of EPP. The Office of Institutional Analysis works with General Counsel to obtain legal advice regarding issues of compliance and consistency. This review can include an environmental scan of how other post-secondary institutions approach the policy issue, a summary of current research and best practices, as well as an analysis of the issue's relationship to UWinnipeg's legislative framework, Strategic Directions, and existing policy. The review offers a series of options and recommendations for consideration by EPP.
- 3. Policy Development** – EPP provides direction via the Office of Institutional Analysis as to whether the issue warrants development of an official University Policy. This direction includes details regarding which stakeholder groups should be part of the consultation process and identifies the appropriate approval body for the policy. The member of senior administration who is responsible for the subject matter (or his or her delegate) leads the development of the policy using the Official Policy Template. Policies should be clear, concise, written in plain language, and reflect the outcomes and input from the consultation process. The Office of Institutional Analysis will provide support and feedback on policy drafts, as requested. Where possible, any relevant procedures should be developed, reviewed and approved at the same time as the applicable Policy.
- 4. Policy Review & Approval** – The Office of Institutional Analysis will track and ensure that new policies receive timely review and approval by the appropriate bodies. Approval indicates an institutional commitment to upholding the requirements articulated in the policy document. If applicable, this approval process revokes outdated or previous policy versions. Note: comprehensive revisions to existing policy require the same level of approval as new policy. Editorial revisions can be approved by the relevant member of senior administration.
- 5. Communication & Training Plan** – The Office of Institutional Analysis will work with the member of senior administration responsible for the subject matter of the policy to develop a communication and training plan for new (and revised) policies. The Office of Institutional Analysis will ensure that new policies are communicated through a Policy Listserv (electronic mailing list), advertised in the Faculty and Staff Bulletin, and uploaded to the official UWinnipeg Policy Repository. Training may include presentations to committees, staff or student groups, information sessions or workshops. Senior administration and management who receive information on new or revised policies are also responsible for ensuring that staff receive and understand the information.



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- 6. Evaluation & Revision** – The purpose of the review process is to determine if a policy is still relevant or if it should be combined with another policy or rescinded, determine if revisions are required to improve the efficacy of the policy, and to ensure that appropriate awareness of the policy requirements exist. The Office of Institutional Analysis maintains a policy inventory and is responsible for tracking and initiating the timely review of all policies. The reviews are conducted collaboratively between the Office of Institutional Analysis and the member of senior administration responsible for the subject matter of the policy.

Note: any person disclosing a breach of Policy to a person in authority shall be protected from reprisals in retaliation for any such disclosures.

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

Effective: **September 20, 2016**

Scheduled Review: **September 20, 2021**
