



Policy Title:

Policy Development and Administration Policy

University Classification & Policy Number:

A-001-21

Approval Body:

University Administration

Responsible Designate:

President and Vice-Chancellor

Established:

01/11/11

Revised:

20/09/16

04/11/21

03/05/23

Editorial Revisions:

11/04/23

Scheduled Review:

2026

1.0 Policy Purpose

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

2.0 Definitions

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

- 2.01 Designate** – the President and Vice-Chancellor, Vice-President or Associate Vice-President responsible for a Policy;
- 2.02 Policy** – a broad, written statement of philosophy, principle and direction that provides clear guidance and assistance for decision-making;
- 2.03 Procedure** – a statement that prescribes specific actions to be taken, most often to conform to established policies; and
- 2.04 Senior Administration** – the Vice-President & President committee comprised of the President, Vice-Presidents, and Executive Director of the President’s Office.

3.0 Scope

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

4.0 Policy Elements

- 4.01** 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.
- 4.02** 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*.
- 4.03** The University of Winnipeg acknowledges that we are gathered on ancestral lands, on Treaty One Territory. These lands are the homeland of the Métis people. We acknowledge that our water is sourced from Shoal Lake 40 First Nation. As such, institutional policies shall be developed in a manner that is consistent with and advances the critical importance of reconciliation and the Calls to Action outlined in the *Truth and Reconciliation Commission of Canada*, as well as the Calls for Justice articulated in the *National Inquiry into Missing and Murdered Indigenous Women and Girls Final Report*.
- 4.04** 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.
- 4.05** The Office of the General Counsel is responsible for:
- a) Developing and implementing the Policy framework;
 - b) Developing policy through an intersectional equity lens that is consistent with and advances the University's mission statement and related commitment to the "values of human dignity, equality, non-discrimination and appreciation of diversity";
 - c) The stewardship of any new or revised Policy;
 - d) Assisting the Designate with development, drafting, consolidation and retirement of policies;

- e) Maintenance of the University Policy website;
- f) Keeping an inventory of current University Policies;
- g) Identifying Policy gaps; and
- h) Ensuring there is a legal review of all Policy.

4.06 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.

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

4.08 Where a University Policy or Procedures conflict with any existing collective agreement the provisions of the agreement will prevail.

4.09 All Procedures associated with a Policy must undergo the same approval and review process as a Policy.

4.10 Faculties and other academic and administrative units may establish local unit Policy or Procedures, but such Policy or Procedures may not contradict University Policies.

5.0 Relevant Legislation

- Not applicable.

6.0 Related Policies, Procedures and Institutional Documents

- This Policy relates to all University Policies.