



MEMORANDUM

Date: 7 June 2021

To: Brett Fairbairn, President and Vice-Chancellor

From: Christine Bovis-Crossen
Provost and Vice-President Academic and Research

Re: Policy revisions to “Policy Development and Approval” Notice of Motion

1. **Purpose:** This is a cover memo to accompany the proposed revisions to the policy on “Policy Revisions and Approval” for the Board of Governors.
2. **Background:** The so-called policy on policies was overdue for revision. Due to changes in personnel, this has been held up a policy review stage but is now coming forward to both Senate and the Board of Governors as Notice of Motion for approval.
3. **Discussion:** Significant consultation has taken place regarding the changes to the Policy.
 - **Budgetary Implications** - none
 - **Consultation** – Significant
 - **Communications Desirable**
4. **Recommendation(s):** Management is recommending that the Board approve the revisions to the Policy on Policy Development and Approval.

Attachment(s):
Current policy
Redlined revision
Clean copy of revised policy



POLICY DEVELOPMENT AND APPROVAL

| | |
|------------------------|--|
| 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.

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.)



POLICY DEVELOPMENT AND APPROVAL

| | |
|-----------------|-------------------------------|
| POLICY NUMBER | N/A |
| APPROVAL DATE | CURRENT DATE |
| LAST AMENDMENT | DECEMBER 15, 2006 |
| REVIEW DATE | FIVE YEARS FROM CURRENT DATE |
| AUTHORITY | BOARD OF GOVERNORS AND SENATE |
| PRIMARY CONTACT | UNIVERSITY SECRETARIAT |

POLICY

The purpose of this Policy is to provide guidelines for the development, approval, review, and communication of pan-institutional policies at the University.

Policy development and approval will be consistent with the powers and duties of the Board of Governors, Senate, Planning Council for Open Learning, and President as prescribed by the *Thompson Rivers University Act* and *the University Act*.

Policy development and approval is intended to be an inclusive process with members of the University community-members having the opportunity to provide input during the development process.

Pan-institutional policies will be easily accessible to the University community.

Academic and non-academic units are expected to follow the spirit of this policy in developing their own policies.

REGULATIONS

I) AUTHORITY TO ESTABLISH PAN-INSTITUTIONAL POLICIES

Pan-institutional policies may be created by:

- a. -the Board of Governors (typically BRD policies);
- b. the Senate (ED policies);
- c. the Planning Council for Open Learning (ED policies); and
- d. the President (ADM policies).

II) **CONTENT OF POLICIES**

Pan-institutional policies contain the following:

1. **Policy Statement**

Policy statements guide behaviour and actions of the University community by outlining the goals and/or values as they relate to the policy in question.

2. **Regulations**

Regulations define the rules that are to be followed to achieve the policy statement. They may, but generally do not, include implementation procedures.

III) **POLICY DEVELOPMENT, AMENDMENT, AND APPROVAL PROCESS**

When developing or amending any policy the adopting body will extend an opportunity for members of the University communitymembers to provide input.

1. **Board of Governors Policies**

- a. Unless otherwise directed by the Board of Governors, ~~T~~the President will determine who will be responsible for preparing a proposed new or amended policy.
- b. Proposed new or amended policies will be reviewed by President's Council and upon recommendation by the President presented to the Board of Governors for consideration.
- c. The Board of Governors must seek advice from Senate, and Senate must advise the Board of Governors, on the development of educational policies in respect of matters described in Section 10 of the *TRU Act*.
- d. Prior to approving a new or amended policy, the Board will serve Notice of Motion as set out in Section 5 below.
- e. Policies approved by the Board of Governors will be forwarded to Senate and the Planning Council for Open Learning for information and will be published on the University website.

2. **Senate Policies**

- a. Unless otherwise directed by the Senate, the Provost will determine who will be responsible for preparing a proposed new or amended policy, and which Committee(s) of Senate, if any, will review the draft policy.
- b. Prior to approving a new or amended policy, Senate will serve Notice of Motion as set out in Section 5 below.

- c. Policies approved by Senate will be forwarded to the Board of Governors and Planning Council for Open Learning for information and will be published on the University website.

3. Planning Council for Open Learning Policies

- a. Unless otherwise directed by the Planning Council, the Provost will determine who will be responsible for preparing a proposed new or amended policy, and which Committee(s) of the Planning Council, if any, will review the draft policy.
- b. Prior to approving a new or amended policy, the Planning Council will serve Notice of Motion as set out in Section 5 below.
- c. Policies approved by Planning Council will be forwarded to the Board of Governors and Senate for information and will be published on the University website.

4. President's Policies

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. In developing new or amending existing policies or regulations, the President will determine who will be responsible for preparing a proposed new or amended policy. The draft will, at a minimum, be reviewed by the President's Council.
- b. Policies approved by the President will be forwarded to Senate, the Board of Governors and the Planning Council for Open Learning for information and will be published on the University website.

5. Notice of Motion

- a. Prior to approving a new BRD or ED policy, or revisions to a BRD or ED policy statement in an existing policy, Notice of Motion will be given by the responsible governing body at its regularly-scheduled meeting prior to approval. Notice of Motion need not be given for revisions to the regulation section of a policy.
- b. Notices of Motion, including a link to the draft policy, will be posted electronically by the Secretariat to the following website: <https://www.tru.ca/policy/NoticesofMotion.html>.
- c. A draft policy or revisions to an existing policy may be approved notwithstanding that ~~they are~~ 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.

IV) **POLICY REVIEW FREQUENCY**

1. All BRD, ED, and ADMN policies will include a 'Last Reviewed Date'. All policies ~~will~~ should be reviewed periodically; typically a consideration of whether a policy requires review should occur within approximately no later than 5 years from ~~their~~ approval or last review, or as otherwise specified within the policy.
2. The Board of Governors, Senate, Planning Council for Open Learning or the President may, at any time, initiate a review of any of their respective policies.

AMENDING REGULATIONS

Regulations can be, and should be, amended as required to meet the changing needs of the University.

1. Regulations may be amended as per the process outlined in III above; or
2. The President may amend regulations in pan-institutional policies, provided the amended regulations conform to the approved policy statement.
 - a.) Responsible governing bodies will be informed of amended regulations at their next available meeting.
 - b.) Responsible governing bodies may determine to review and alter any amended regulations approved by the President.

V) **MAINTENANCE AND COMMUNICATION OF THE POLICIES MANUAL**

It is the responsibility of the University Secretariat to maintain the Policy Manual on the University's Website and to inform the TRU community of any new or amended policies. Approved policies and regulations are posted in the Policy Manual on the University's website <http://www.tru.ca/policy/allpolicy.html>.

VI) **REPOSITORY**

All modified or repealed policies will be archived with the University Secretariat.

VII) **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.



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- b. Prior to approving a new or amended policy, the Planning Council will serve Notice of Motion as set out in Section 5 below.
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