# POLICY MANAGEMENT PROCEDURES

**PURPOSE**

The purpose of these Procedures is to set out the processes to be followed for the creation, amendment and repeal of administrative University policies in accordance with the Policy on Policy Management.

**SCOPE**

These Procedures apply to all administrative policies which fall under the jurisdiction of the Board of Trustees.

These Procedures do not apply to

- academic policies which fall under the jurisdiction of the Brock University Senate, or
- faculty, department or division policies internal to a University group and solely applicable to that area.

**PART 1 – CREATING A NEW POLICY**

1. **Policy Lead identified**

   A Policy Lead must be assigned for the development of a new policy. The Policy Lead will be designated by the senior administrator most responsible for subject matter of the proposed policy. Anyone seeking to have a new Policy created should consult with the responsible senior administrator or the University Secretariat at policy@brocku.ca to confirm the Policy Lead.

2. **Policy Scope Statement submitted**

   To confirm that there is support to proceed with the policy development process, the Policy Lead submits a Policy Scope Statement to the University Secretariat at policy@brock.ca using the template form.

3. **Policy Management Team review**

   The Policy Management Team will review the Policy Scope Statement and determine whether the policy development process should proceed, taking into

account factors such as operational needs, industry standards and best practices, existing University policies and procedures, as well as alignment of the policy direction with the institutional values and priorities set out in the Institutional Strategic Plan. The University Secretariat will notify the Policy Lead of the Policy Management Team's decision.

4. **Policy classified**

   Where the Policy Management Team determines the policy development process should proceed, the Policy Management Team will determine, taking into account the submissions of the Policy Lead:
   - The appropriate Policy Owner; and
   - Whether the policy is classified as a compliance/governance policy or an operational policy.

5. **Policy development**

   Following the policy classification, the Policy Lead will proceed with developing a draft policy using the approved template for University Policies.

6. **Policy consultation**

   The Policy Lead will arrange for consultation with key stakeholders, including the Brock University Students Association and the Graduate Students Association (where the policy applies to or directly impacts students) and the relevant committee of the Board of Trustees, where the policy is a compliance/governance policy.

   The Policy Lead will also consult with Faculty and Staff Relations to determine whether there are any collective agreement requirements in relation to posting or giving notice regarding the policy or negotiating the policy.

7. **Review by Senior Administrators Council (SAC)**

   Following the completion of the consultation process, the proposed Policy Owner will present the draft policy to the Senior Administrators Council (SAC) which will provide advice regarding whether the policy should proceed to approval.

   The Policy Owner shall take into consideration SAC's advice regarding the policy in determining whether to proceed to approval.

8. **Policy negotiation (where applicable)**

   Prior to approval of any policy, if a collective agreement requires that a policy be negotiated prior to implementation, the Policy Lead will coordinate with Faculty and Staff Relations to negotiate the policy.

9. **Policy approval**

   Following SAC's advice and, if required, collective agreement negotiation, the Policy Owner will submit the policy to the relevant approval authority for its consideration:
   - For Governance or Compliance Policies: to the relevant committee of the Board of Trustees, for recommendation to the Board;
   - For Operational Policies, to the Executive Team.

10. **Communication of approved policies**

   Within five working days of the approval of a policy, the Policy Owner must submit the approved policy to policy@brocku.ca and the policy will be posted in the University Secretariat policy library.

   The Policy owner will be responsible for ensuring that the policy is communicated to the Brock community as appropriate.

   For policies approved by the Executive Team, the University Secretariat will inform the Board at the next scheduled Board meeting and provide a copy of the approved policy. In accordance with the Policy on Policy

Management, the Board retains the authority to change the approval authority and recommend amendments or further consideration of any policy designated for Board approval.

**11. Policy Implementation**
The Policy Owner will be responsible for ensuring that the Policy is implemented and for approving any policy-related instruments (i.e. procedures, standards or guidelines) following consultation with SAC.

**PART 2 – REVISING A POLICY**

**12. Regular review**

Each Policy Owner shall ensure that the policies under their authority are reviewed regularly in accordance with the review date listed in the policies. Any proposed changes to a policy must be submitted to the University Secretariat at [policy@brocku.ca](mailto:policy@brocku.ca) using the Policy Amendment template form, which will be presented to the Policy Management Team.

**13. Assessment of proposed changes by Policy Management Team**

The Policy Management Team will review the proposed revisions and determine whether the revisions are major (i.e. changes that significantly affect the scope and application of the policy) or minor (i.e. changes that do not significantly affect the scope or application of the policy).

**14. Minor changes**
For minor changes to an existing policy, the Policy Lead may proceed to the policy negotiation stage of the policy development process, if applicable (step 7 above).

**15. Major changes**
For major changes to an existing policy, the Policy Lead must undertake consultation with key stakeholders (step 6 above) before proceeding with the policy negotiation and approval stages.

**PART 3 -**

**REPEALING A POLICY**

16. **Review by Senior Administrators Council (SAC)**
Where a Policy Owner determines that a policy should be repealed, the Policy Owner shall submit a report to SAC outlining the rationale for the repeal and the implications to any affected stakeholders.

17. **Advice by Senior Administrators Council**
SAC shall review the Policy Owner's report and provide advice regarding whether the policy should proceed to repeal.

    The Policy Owner shall take into consideration SAC's advice regarding the policy in determining whether to proceed to repeal.

18. **Repeal**
Following SAC's advice and, if required, collective agreement negotiation, the Policy Owner will submit the policy to the Approval Authority which approved the policy with a recommendation that it be repealed.

19. **Communication**
Following the repeal of a policy, the policy will be removed from the University Secretariat policy library and the Policy owner will be responsible for ensuring that the repeal is communicated to the Brock community as appropriate.

    For policies repealed by the Executive Team, the University Secretariat will inform the Board at the next scheduled Board meeting and provide a copy of the repealed policy. In accordance with the Policy on Policy Management, the Board retains the authority to change the approval authority and recommend reinstatement or further consideration of any policy designated for Board approval.

**DEFINITIONS**

**Approval Authority:** the body or authority which has the responsibility for approving the policy.

**Policy Lead:** the individual designated by the policy owner or senior administrator most responsible for the subject matter of the proposed or existing policy. A Policy Lead must be assigned for the development of a new policy or revision of an

existing policy. The Policy Lead is responsible for complying with the Policy on Policy Management and Procedures throughout the development and review process.

**Policy Scope Statement**: initial document required to be completed by Policy Lead and submitted the University Secretariat when initiating a new policy.

All other definitions are set out in the Policy on Policy Management.

RELATED
DOCUMENTS

[Policy on Policy Management](#)

Policy Scope Statement Template

Policy Amendment Form

Policy Template