



## Senate Policy Management Policy

**Category:** Governance and Policy;

**Jurisdiction:** Governance Committee;

**Administrative Liaison:** University Secretary and Associate Vice-President, Governance & Policy;

**Approval Authority:** Senate;

**Effective Date:** May 27, 2026;

**Amendments:** N/A.

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### Purpose

The purpose of this Policy and the associated Procedures is to establish clear, transparent processes for the development, review, and approval of academic policies under the authority of Senate, ensuring alignment with the academic policy responsibilities assigned to Senate under the Brock University Act.

This Policy supports the effective, consistent, and sustainable management of Senate policies, with an emphasis on appropriate consultation, transparency, and accountability.

### Scope

This Policy applies to all policies under the authority of Senate and to all members of the Brock University community involved in their development, recommendation, approval, implementation, or review.

This Policy does not apply to:

- policies that fall under the authority of the Board of Trustees or the Executive Team; or
- policies or procedures that apply solely within a faculty, department, school, or administrative unit.

For clarity, any policies or procedures described in the second bullet must be consistent with Senate policy.

## **Policy Statement**

The University is committed to developing and maintaining academic policies that support the achievement of its academic mission and strategic priorities, provide transparency, clarity, and consistency in decision-making, and support effective academic governance.

To accomplish this, academic policies under the authority of Senate will be developed, implemented, and managed through a policy management framework that reflects principles of transparency, appropriate consultation, and accountability.

## **Definitions**

“Administrative Liaison” means the Brock University Senior Administrative Council position identified in the Administrative Liaison section of a policy with responsibility for policy development, implementation, monitoring for compliance and periodic review of the Policy.

“Approval Authority” means the body or authority which has the responsibility for approving the policy or policy related instrument.

“Enduring Resolutions” means resolutions passed by the Senate, which have ongoing effect.

“Executive Team” means the President and Vice-Presidents.

“Jurisdiction Committee” means the Senate committee identified as having responsibility for the subject matter of a policy and for reviewing the policy and making recommendations to Senate regarding its approval.

“Policy” means a high-level statement of principle approved by Senate intended to govern matters within the academic jurisdiction of the University. Policies articulate the academic values and priorities of the University determined by Senate and establish binding

requirements and standards without detailing the operational steps required for implementation.

“Policy Related Instruments” are created to implement and support University policies, and include:

- a. Procedures:** A procedure is a step-by-step instruction on how to implement a particular aspect of a policy in a manner that is consistent with the policy. A procedure includes information on the who, what, when, where and how of a policy. A procedure may take the form of a work instruction, a quick reference guide, a checklist, or detailed operational steps.
- b. Standards:** A standard is a specific mandatory control that helps enforce and support a policy in a manner that is consistent with the policy.
- c. Guidelines:** A guideline is recommended, non-mandatory guidance to help support the interpretation and implementation of a policy in a manner that is consistent with the policy .

Policy Related Instruments are developed by the Administrative Liaison.

- Where they support University-wide policies, they are developed in consultation with the Jurisdiction Committee and the appropriate member of the Executive Team and approved by the appropriate member of the Executive Team.
- Where they relate to internal Senate governance processes, they are developed in consultation with the Jurisdiction Committee of the associated Policy and approved by the Senate.

“Policy Scope Statement” means the initial document required to be completed by the administrator most responsible for the subject matter of the proposed policy and submitted to the University Secretariat when initiating a new policy.

“University Community” means Brock faculty, staff, students, Senators, and Trustees.

## **Policy Approval**

All policies under the authority of Senate must be approved by Senate and Senate retains authority to interpret and amend such policies.

Senate committees may be assigned responsibility for reviewing policies and recommending them to Senate.

### **Administrative Updates and Typographical Corrections**

The University Secretariat may make minor administrative updates (e.g., contact information, formatting, typographical corrections), provided they do not change the substance of the policy. Updates will be reported to the Approval Authority.

### **Official Repository**

The University Secretariat shall be the official repository for all University Policies and will:

- a) maintain the official policy website which shall include the current version of University Policies, Policy Related Instruments, and Enduring Resolutions adopted by the Senate;
- b) maintain an archive of all previous versions of University Policies; and
- c) maintain records of all Enduring Resolutions adopted by the Senate.

### **Policy Compliance**

Policy development, approval, implementation and review must adhere to this Policy and the Policy Management Procedures and use the template provided by the Secretariat. All new proposed policies shall contain the following headings pursuant to the template;

- a. **Category:** Category that the policy will be listed under on the Policy section of the Brock website. The University Secretariat shall determine the category.
- b. **Administrative Liaison:** Administrator most responsible for the subject matter of a policy.
- c. **Jurisdiction:** Senate committee identified as having responsibility for the subject matter of a policy and for reviewing the policy and making recommendations to Senate regarding its approval.
- d. **Approval Authority:** the body or authority which has the responsibility for approving the policy or Policy Related Instrument, including amendments, repeal or renewal.
- e. **Effective Date:** Date the policy first came into effect – either the date it was approved or the date the motion approving it indicated it was effective.

- f. Amendments: Dates amendments were approved after the establishment.
- g. Most Recent Review: Date of the most recent policy review regardless of whether any amendments were adopted.
- h. Review Period: Indicates how often the policy should be reviewed. Policies must be reviewed at least every 5 years.
- i. Next Review Period: Indicates the academic year that the next Policy review must take place in.
- j. Related Policies and Policy Instruments: List any related policies or policy instruments, if applicable.
- k. Required Consultations: List any consultations that are required. If none, insert N/A in this field.
- l. Recommended Consultations: List any consultations that are recommended when substantive recommendations are being proposed.

The University Secretary & Associate Vice-President, Governance and Policy will be responsible for the interpretation and application of this Policy.

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**Review Period:** 5 years;

**Next Review Period:** 2030-31;

**Related Policies and Policy Instruments:** Senate Policy Management Procedures;

**Required Consultations:** Governance Committee;

**Recommended Consultations:** TBD

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Management Policy & Procedures. Please contact the University Secretariat for additional information on University policies and policy related instruments and/or if you require this information in another format:

Open: Monday through Friday from 8:30 a.m. to 4:30 p.m.;

Email: [universitysecretary@brocku.ca](mailto:universitysecretary@brocku.ca)