



Senate Policy Management Procedures

Category: Governance and Policy;

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

Approval Authority: Governance Committee;

Effective Date: May 26, 2026;

Amendments: N/A.

Purpose

These Procedures support the Senate Policy Management Policy and outline the processes for the development, review, amendment, renewal, and repeal of policies under the authority of Senate.

Roles and Responsibilities

- **Administrative Liaison:** Responsible for coordinating policy development, consultation, implementation, communication, and review.
- **Jurisdiction Committee:** 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.
- **Senate:** The approval authority for all policies under its jurisdiction.

Section 1 - Policy Reviews

1.1 Periodic Reviews

The review period will be recommended by the committee identified in the Jurisdiction section of the policy and approved by Senate but must be at least once every five years.

In determining an appropriate review cycle, consideration should be given to factors such as legislative requirements, alignment with the Academic Plan, the frequency of change in the subject matter, and institutional priorities.

The Secretariat shall notify Administrative Liaisons and committee chairs of any Policies in their purview that are due for review, on an annual basis.

The Administrative Liaison will consult with the Jurisdiction Committee to coordinate the review and update of each policy that is due for review.

1.2 Review Outcomes

Each policy review will result in one of the following outcomes:

- renewal
- amendment
- repeal

1.3 Renewal

1. If the Jurisdiction Committee deems that no amendments to the Policy are required, they will report that to the Senate for information and the “next review period” on the Policy shall be updated.

1.4 Policy Amendments

Amendments may be suggested by any member of the University community and may be considered outside of the regular review periods, if desired. Any amendments suggested by a University community member will be shared with the Jurisdiction Committee.

1. Following consultation with the appropriate committee, the Administrative Liaison must submit any proposed amendments on the Policy Template using track changes or where track changes are not effective due to significant revisions, a detailed overview of the proposed changes will be provided.

2. For minor or major changes the Administrative Liaison may proceed to conduct any required policy consultations which are identified at the bottom of each policy. The Administrator will also consult with Faculty and Staff Relations to determine if there are any required consultations or negotiations as part of any collective agreements. Should any consultations or negotiations be required the Administrative Liaison will coordinate with Faculty and Staff Relations to conduct them.
3. The University Secretary & AVP, Governance and Policy will review the proposed amendments and determine whether they 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).
4. For major changes the Administrative Liaison must also conduct any recommended consultations identified by the committee listed in the Jurisdiction.
5. Following the consultations or negotiations set out in steps 2 and 4, the Administrative Liaison will finalize the proposed policy amendments and submit the recommendation to the Jurisdiction Committee.
6. Once the committee is satisfied with the proposed amendments, it shall recommend them to Senate for final approval.
7. Once final approval is granted by the Approval Authority, the Administrative Liaison is responsible for communicating the policy amendments to the Brock community, as appropriate.

1.5 Repeal

1. If the Jurisdiction Committee deems the Policy is no longer required, they may recommend that it be repealed.
2. The Policy will not be repealed until the recommendation is approved by the Approval Authority.
3. Following the repeal of a policy, the policy will be removed from the University Policy website and the Administrative Liaison will be responsible for ensuring that the repeal is communicated to the Brock community as appropriate.

Section 2 - New Policies

1. Identification of Administrator

An Administrator must be assigned for the development of a new policy. The Administrator will be designated by the Executive Team member most responsible for the subject matter of the proposed policy.

2. Policy Scope Statement

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

3. Policy Scope Review

The University Secretary & Associate Vice-President (AVP), Governance and Policy will review the Policy Scope Statement and determine the appropriate Jurisdiction for the proposed policy.

Where the proposed policy falls under the authority of Senate, the University Secretary & AVP, Governance and Policy will consult with the Jurisdiction Committee regarding whether the policy development process should proceed, taking into account factors such as academic priorities and needs, alignment with the University's mission and Academic Plan, consistency with Senate's responsibilities for academic governance, existing University policies and procedures, and relevant standards or best practices.

4. Policy Development

Where it is determined that policy development should proceed, the Administrative Liaison will coordinate with the Jurisdiction Committee to develop a draft policy using

the template provided by the Secretariat.

5. Policy Consultation and Negotiation

The Administrative Liaison will consult with the Jurisdiction Committee and the University Secretary and AVP, Governance & Policy to identify key members of the University community for consultation and will arrange such consultation with those identified.

The Administrative Liaison 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, consulting on the policy or negotiating the policy. If applicable, the Administrative Liaison will coordinate with Faculty and Staff Relations to conduct the identified requirements.

6. Policy Approval

Once the committee is satisfied with the proposed policy, it shall recommend it to Senate for final approval.

7. Communication and Implementation

Within five working days of the approval of a policy, the Administrative Liaison must submit the Word version of the approved Policy to policy@brocku.ca and the Policy will be posted on the Policy section of the Brock website.

The Administrative Liaison will be responsible for ensuring that the approved Policy is implemented and communicated to the Brock community as appropriate.

Policy Initiation

1. In cases where the Senate directs the development of a new policy, the University Secretary & AVP, Governance & Policy will coordinate the development.
2. Members of the University Community may propose the creation of a new policy or changes to an existing policy by notifying the University Secretariat and the University Secretary & AVP, Governance and Policy will refer the proposed policy or policy change to the appropriate committee and Administrator.

Review Period: 5 years;

Next Review Period: 2030-31;

Related Policies and Procedures: Senate Policy Management Policy;

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 procedures 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