

## PROCEDURE FOR POLICY 1.51 – Establishing New Policies or Amending Existing Policies

### PREAMBLE

Before proceeding to develop a new Policy, proposers should consider first whether a Policy is needed. Policies share characteristics that may include, but are not limited to the following:

- They are intended to change infrequently, and set the course for the foreseeable future,
- They reflect the University's mission, vision, values and principles,
- They apply broadly across the institution,
- They ensure compliance with applicable laws, regulations, or policies.

Procedure in place that addresses the issue or could be amended in such a way as to address the issue.

### DEFINITIONS

**PVP:** The President and the Vice-Presidents of the University.

### PROCEDURE

1. All Policies must be in a format shown in [Appendix A](#).
2. Proposals for new Policies or for amendments to existing Policies will be initiated by the President or the Vice-President responsible (Responsible Officer) or by the office responsible (Responsible Offices), with consultation with other offices as appropriate. Substantial draft revisions to existing Policies or draft new Policies will be reviewed by PVP before being forwarded.
3. The Responsible Officer will forward the new Policy or proposed amendments to the University Secretary who will determine:
  - (a) for a new Policy, in consultation with the Responsible Officer and the University Legal Counsel, what level of approval authority is required. In the event of any disagreement with the decision, or any difficulty in coming to a final decision, the President and the Chair of the Board shall make the determination.
  - (b) for a new Policy or revised Policy, whether there is any conflict or overlap with or impact on any

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- (d) for a new or revised Policy, whether editorial or stylistic amendments are required, and, in consultation with University Legal Counsel, whether the language in the draft meets legal requirements.
  - (e) for a revised Policy, whether the amendments are editorial or substantive. Editorial amendments may be approved by the University Secretary and the University Legal Counsel upon the recommendation of the Responsible Officer.
4. Final versions of new Policy proposals and major amendments to existing Policies will be reviewed by PVP before being approved by the President or being submitted ~~and by~~ anaTj EMC /P <</MCID 15 27BDC

**POLICY # - Name of Policy**

**Policy Category:**

**Subject:**

**Approving Authority:**

**Responsible Officer:**

**Responsible Office:**

**Related Procedures:**

**Related University Policies:**

**Effective Date:**

**Revised:**

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**I. PURPOSE**

**II. DEFINITIONS**

**III. POLICY**