

Policy History
<b>Policy No.</b> GV2
<b>Approving Jurisdiction:</b> Board of Governors, with Senate’s advice
<b>Administrative Responsibility:</b> President
<b>Effective Date:</b> September 1, 2022

## Protocol for the Development of University Policies Procedure

### A. DEFINITIONS

1. **All Applicable Law:** All applicable federal, provincial and municipal law including statutes, regulations, bylaws, directives, guidelines and public sector reporting requirements and any contractual or other legal obligations.
2. **Clerical Change:** A change that does not alter the scope or nature of a Policy or Procedure. Such changes typically include, nomenclature changes, the correction of typographical errors and language clarifications that do not alter requirements or responsibilities or updates to external links, titles or references. This includes changes to the Policy Sponsor or classification due to organizational changes.
3. **Develop/Amend/Eliminate:** The creation of a new KPU Policy or Procedure, the revision of an existing KPU Policy or Procedure, the removal of a KPU Policy or Procedure.
4. **Effective Date:** Date on which the Policy or Procedure is approved or deemed current by the Policy Sponsor or approving governing body.
5. **Policy:** A concise, formal statement of principles that directs how the University will act in a particular area of operation. Policies focus on principles and those principles address broad, long-term issues and values which should serve the University over an extended period of time without the need for frequent review of change. Policies are approved by the Board, Senate or President and are binding on all members of the University Community.
6. **KPU Policy Blog** An online forum for KPU employees and students to comment on draft Policy and Procedure during Phase One and Phase Two postings and contact a Policy Developer to opt in to consultations.

7. **Policy Coordination Team:** Inclusive of the University Secretary, with a reporting relationship to the Board of Governors, and administrators responsible for supporting the Board of Governors, Senate and Policy.
8. **Policy Developer:** An individual assigned by a Policy Sponsor to develop, amend or eliminate Policy or Procedure in line with this Procedure.
9. **Policy Sponsors:** The President, Vice Presidents and Chief Financial Officer (CFO).
10. **Procedure:** Define the manner in which a policy is to be implemented. Procedures communicate acceptable practice, set boundaries and establish who is responsible for any required action. Procedures ensure clarity around actions to support the Policies and will be directly linked to the Policies they support. Procedures, by their nature, must reflect current organizational structure and regulatory framework of the University. The processes necessary to amend Procedures are less stringent in order to recognize organizational, regulatory or other issues without, in most cases, the need to review the principles imbedded in the Policy statement itself.
11. **Substantive Change:** A significant modification or expansion of the nature and scope of a Policy and/or Procedure.
12. **University:** Kwantlen Polytechnic University (KPU).
13. **University Community:** Employees current and former, including those hired on casual service and other contracts, all current and prospective students, members of the Board of Governors, volunteers, visitors, contractors who provide services to KPU, alumni, members of the Foundation Board, suppliers, post-doctoral fellows, visiting academics, and any other persons on KPU premises and at KPU sponsored and sanctioned activities and events, both domestic and abroad.

## B. PROCEDURES

1. **Policy Coordination Team:**
  - a. maintains the master, official record of all Policies. Each official Policy will be posted online and there will be only one online version. In the case of discrepancy, the publicly posted online version will be deemed the official Policy and/or Procedure;
  - b. acts as the University's official Policy holder. All new Policies and Procedures, and changes to existing Policies and Procedures will be managed through this office;
  - c. acts as the designated office to receive "Request for New Policy or Modifications to Existing Policy" document;
  - d. provides advice regarding the determination of Policy classification between the jurisdictions of the Board, Senate and President;

- e. maintains a log to determine the status of Policy development/modification and monitors timelines to ensure that Policy issues are being handled expeditiously;
- f. brings information about delays or non-action to the attention of the person with administrative responsibility for the Policy within each of the jurisdictions for their follow-up;
- g. arranges distribution of draft Policies through the official approval process;
- h. ensures that all new and revised Policies have followed the required processes including appropriate approvals and signatures within each of the respective jurisdictions;
- i. maintains an online policy register of existing Policies and their review dates, and monitors the review process to ensure that action is taken in a timely manner;
- j. may attend Senate and Senate Standing Committee meetings where policy development matters are discussed;
- k. approves Clerical changes and reports them to the appropriate Policy Sponsor.
- l. Prepares annually, normally in June, a report for the President to present to SSC Policy and Board Governance committee summarizing the status of all KPU Policies, including approvals, revisions and eliminations, jurisdictional disputes and all Clerical changes during the past 12 months.

## **2. Policy Authority and Jurisdiction**

Policies will be classified into one of three jurisdictions, based on the role of each jurisdiction as determined by the *University Act* and other pertinent legislation:

- a. Board of Governors
- b. Senate
- c. President

The Policy Coordination Team will provide advice regarding the determination of Policy jurisdiction. Legal advice may be sought to clarify the appropriate classification through the Office of General Counsel.

See Section 11.

Policies may be classified into categories on the KPU website to assist readers in locating them.

## **3. Policy Sponsors**

The President, Vice Presidents and CFO are Policy Sponsors at KPU.

Policy Sponsors are determined by the Policy Coordination Team based on alignment between Policy scope and KPU's organizational structure. The appropriate Policy Sponsor can be changed as required to better align with changes to KPU's organizational structure. Policy Sponsors:

- a. Review Policy and Procedure development requests for merit.
- b. Assign a Policy Developer to Policies and/or Procedures.
- c. Approve draft Policies and Procedures as outlined in this Procedure.
- d. Determine, in consultation with the Policy Coordination Team, if proposed changes to a Policy or Procedure are Substantive or Clerical.

#### **4. Policy Developers**

Policy Developers are assigned by a Policy Sponsor to:

- a. Develop KPU Policy and Procedures, including new policy, amendments and eliminations.
- b. Conduct research in the course of developing Policy and Procedure.
- c. Conduct consultations for the purpose of developing Policy and Procedure.
- d. Respond to and, if appropriate, incorporate feedback from consultations and comments on the KPU Policy Blog.
- e. Consult with Risk and the Office of General Counsel, including KPU Privacy, as required in the development of Policy and Procedure outlined below.
- f. Consult with KPU's Labour Relations Department to ensure that new policy language is in alignment with existing Collective Agreement language.
- g. Develop and consult on how new, amended or eliminated Policy or Procedure will be implemented into practice at KPU.

#### **5. Requesting a Policy or Procedure Review**

- a. Individuals, bodies, or groups who perceive the need for the amendment of a policy or procedure outside the regular 4-year review cycle must submit a formal request to the Policy Coordination Team using the form on the KPU website. The Policy Sponsor will review requests to determine merit.
- b. If there is merit to the request, the Policy Sponsor will identify an appropriate Policy Developer to assume full responsibility for the amendment of the policy or procedure. Unapproved request(s) will be logged and archived and included in the Policy Status report presented annually by the President to SSC Policy and Board Governance committee.

#### **6. Developing a New KPU Policy and Procedure**

- a. The Policy Coordination Team receives a request to develop a new KPU Policy and/or Procedure.
- b. The Policy Coordination Team submits the request to a Policy Sponsor, based on best alignment with the Policy scope, KPU's current organizational structure and the nature of the request.
- c. The Policy Sponsor reviews the request for merit and if in agreement, approves the requests and assigns a Policy Developer.
- d. The Policy Developer prepares the following to be posted on the KPU Policy Blog:
  - i. Rationale for the Policy and/or Procedure development.
  - ii. Proposed Policy jurisdiction.
  - iii. Proposed scope and content of the Policy and/or Procedure.
  - iv. List of proposed consultations with individuals and groups.

- v. Contact information for consultation requests.
- e. The proposal with the above information is posted on the KPU Policy Blog for 3 weeks “Phase One Posting”
  - i. KPU Employees and Students can comment on the proposal and request to be included in consultations during development.
- f. During the Phase One 3-week posting, a cover sheet is prepared and sent to the next Senate Standing Committee on Policy (SSC Policy) and Board Governance Committee meetings.
  - i. The Chairs of SSC Policy and Board Governance will determine if the Policy Developer is required to attend the meeting and speak to the proposal.
  - ii. SSC Policy and Board Governance committee may request that additional group(s) or individuals be added to the proposed consultation list and/or raise relevant governance questions.
- g. Following the conclusion of the Phase One 3-week posting, the Policy Developer will begin consultations and drafting. All individuals and groups who were initially identified by the Policy Developer, opted in through the Policy Blog and were added by SSC Policy or Board Governance committee, must be consulted.
- h. The Policy Developer will conduct research, including but not limited to: All Applicable Law, best practices, Collective Agreements and other relevant information and data.
- i. The Policy Developer will consult with the Office of General Counsel, including KPU Privacy and Risk for review and advice on the draft being developed;
  - i. General Counsel will determine if a review by external counsel is warranted due to subject matter expertise.
- j. The draft policy and/or procedure is submitted to the Polytechnic University Executive (PUE) for advice.
- k. The draft policy and/or procedure is submitted by the Policy Developer to the Policy Sponsor for approval to post on the KPU Policy Blog.
- l. The draft policy and/or procedure is posted on the KPU Policy Blog for 3 weeks “Phase Two Posting”.
  - i. Comments regarding consideration given to diversity, equity and inclusion in relation to the draft should be provided by the Policy Developer.
- m. The Policy Developer will respond to comments posted on the Policy Blog and make changes deemed appropriate to the draft.
  - i. Clerical Changes or other non-substantive changes can be made and the draft proceed to the next stage in development.
  - ii. If Substantive Changes are made as a result of the KPU Policy Blog feedback, the Policy Developer may need to hold additional consultations on the revised draft and will be required to post the revised draft for an additional 3 weeks “Phase Two Posting”.

- n. Following the completion of the Phase Two 3 week posting with no Substantive Changes, the Policy Developer submits the draft to the Policy Sponsor for approval.
- o. Following approval from the Policy Sponsor, the draft is submitted to the Polytechnic University Executive (PUE) for advice.
- p. Following advice from the PUE, the draft is submitted to the appropriate governing committees for advice based on the draft's Policy Jurisdiction (see Sections 2 and 11).
- q. Following advice from the governing committees, if required, the draft is submitted to the final approving jurisdiction (President, Board of Governors, Senate) based on its Policy Classification.
- r. If during steps "m" or "n" the draft undergoes Substantive Changes, the Policy Developer may need to hold additional consultations on the revised draft and will be required to post the revised draft for an additional 3 weeks and restart the development process from that step.
- s. Following approval from the President, Senate or Board of Governors, the draft is deemed final and posted on the KPU Policy Website.
- t. Policy Sponsors are required to ensure the new Policy and/or Procedure is implemented into KPU Practice and that individuals and departments are provided with training and awareness as needed and/or requested.

## **7. Amending a KPU Policy**

### **Significant Change**

- a. The Policy Coordination Team receives a request to amend an existing KPU Policy.
- b. The Policy Coordination Team submits the request to the Policy Sponsor.
- c. The Policy Sponsor reviews the request for merit and determines if the scope of changes will be Significant or Clerical in nature.
  - i. If the changes will be Significant, a Policy Developer is assigned.
  - ii. If the changes are Clerical, see Clerical Change below.
- d. The Policy Developer prepares the following to be posted on the KPU Policy Blog:
  - i. Rationale for the Policy Amendment.
  - ii. Proposed scope and content of the Policy Amendment.
  - iii. List of proposed consultations with individuals and groups.
  - iv. Contact information for consultation requests.
- e. The rationale with the above information is posted on the KPU Policy Blog for 3 weeks "Phase One Posting"
  - i. KPU Employees and Students can comment on the rationale and request to be included in consultations during development.
- f. During the Phase One 3 week posting, a cover sheet is prepared and sent to the next Senate Standing Committee on Policy (SSC Policy) and Board Governance Committee meetings.

- 1) The Chairs of SSC Policy and Board Governance will determine if the Policy Developer is required to attend the meeting and speak to the proposal.
  - i. SSC Policy and Board Governance committee may request that additional group(s) or individuals be added to the proposed consultation list and/or raise relevant governance questions.
- g. Following the conclusion of the Phase One 3 week posting, the Policy Developer will begin consultations and amendments. All individuals and groups who were initially identified by the Policy Developer, opted in through the Policy Blog and were added by SSC Policy or Board Governance committee, must be consulted.
- h. The Policy Developer will conduct research, including but not limited to: All Applicable Law, best practices, Collective Agreements and other relevant information and data.
  - i. The Policy Developer will connect with the Office of General Counsel, including KPU Privacy, and Risk for review and advice on the draft being developed;
    - 1) General Counsel will determine if a review by external counsel is warranted due to subject matter expertise.
  - j. The draft policy is submitted to the Polytechnic University Executive (PUE) for advice.
- k. The revised draft Policy is submitted by the Policy Developer to the Policy Sponsor for approval to post on the KPU Policy Blog.
- l. The draft policy is posted on the Policy Blog for 3 weeks “Phase Two Posting”.
  - m. Comments regarding consideration given to diversity, equity and inclusion in relation to the draft should be provided by the Policy Developer.
- n. The Policy Developer will respond to comments posted on the Policy Blog and make changes deemed appropriate to the draft.
  - i. Clerical Changes or other non-substantive changes can be made and the draft proceed to the next stage in development.
  - ii. If Substantive Changes are made as a result of the Policy Blog feedback, the Policy Developer may need to hold additional consultations on the revised draft and will be required to post the revised draft for an additional 3 weeks.
- o. Following the completion of the Phase Two 3 week posting with no Substantive Changes, the Policy Developer submits the draft to the Policy Sponsor for approval.
- p. Following approval from the Policy Sponsor, the draft is submitted to the Polytechnic University Executive (PUE) for advice.
- q. Following advice from the PUE, the draft is submitted to the appropriate governing committees for advice based on the draft’s Policy Classification (see Section 2).
- r. Following advice from the governing committees, if required, the draft is submitted to the final approving jurisdiction (President, Board of Governors, Senate) based on its Policy Classification.

- s. If during steps m or n the draft undergoes Substantive Changes, the Policy Developer may need to hold additional consultations on the revised draft and will be required to post the revised draft for an additional 3 weeks and restart the development process from that step.
- t. Following approval from the President, Senate or Board, the draft is deemed final and posted on the KPU Policy Website.
- u. Policy Sponsors are required to ensure the new Policy and/or Procedure is implemented into KPU Practice and that individuals and departments are provided with training and awareness as needed and/or requested.

### **Clerical Change**

These steps will be followed if step 7.C.ii. above determines that the changes to the KPU Policy are Clerical:

- a. The Policy Developer determines the full list of Clerical changes required for the KPU Policy and submits it to the Policy Sponsor.
- b. If the Policy Sponsor approves the changes, they are submitted to the Policy Coordination Team, which will update the Policy documents and website accordingly.
- c. The Policy Coordination Team will include the changes in the annual report to SSC Policy and Board Governance committee.

## **8. Amending a KPU Procedure**

### **Significant Change**

- a. The Policy Coordination Team receives a request to amend an existing KPU Procedure.
- b. The Policy Coordination Team submits the request to the Policy Sponsor.
- c. The Policy Sponsor reviews the request for merit and determines if the scope of changes will be Significant or Clerical in nature.
  - i. If the changes will be Significant, a Policy Developer is assigned.
  - ii. If the changes are Clerical, see “Clerical Change”, below.
- d. The Policy Developer will conduct consultations and research and draft the revised Procedure.
- e. The revised draft is submitted to the Policy Sponsor for approval to be posted on the KPU Policy Blog for 3 weeks “Phase One Posting”.
- f. The Policy Developer prepares the following to be posted on the KPU Policy Blog:
  - i. Rationale for the Procedure Amendment.
  - ii. Summary of changes that have been made.
  - iii. Contact information for the Policy Developer.
- g. The rationale with the above information is posted on the KPU Policy Blog for 3 weeks “Phase One Posting”



- i. KPU Employees and Students can comment on the rationale and summary of changes.
- h. Following the conclusion of the Phase One 3 week posting, the Policy Developer will respond to the feedback on the KPU Policy Blog and, in consultation with the Policy Coordination Team, determine whether the draft can proceed to approval or if further consultations are needed. If further consultations are needed and significant changes to the draft made as a result, then the revised draft will be posted for an additional 3 weeks.
- i. Following the completion of a 3 week posting with no Substantive Changes, the Policy Developer submits the draft to the Polytechnic University Executive (PUE) for advice.
- j. The Policy Developer submits the draft to the Policy Sponsor for approval.
- k. Once approved by the Policy Sponsor, the draft is deemed final and posted on the KPU Policy Website.
- l. Policy Sponsors are required to ensure the revised Procedure is implemented into KPU Practice and that individuals and departments are provided with training and awareness as needed and/or requested.

#### **Clerical Change**

These steps will be followed if step 8.C.ii above determines that the changes to the KPU Procedure are Clerical

- m. The Policy Developer determines the full list of Clerical changes required for the KPU Procedure and submits it to the Policy Sponsor.
- n. If the Policy Sponsor approves the changes, they are submitted to the Policy Coordination Team, who will update the Procedure documents and website accordingly.
- o. The Policy Coordination Team will include the changes in the annual report to SSC Policy and Board Governance committee.

#### **9. Eliminating a KPU Policy and Procedure**

- a. The Policy Coordination Team receives a request to eliminate an existing KPU Policy and corresponding Procedure.
- b. The Policy Coordination Team submits the request to the Policy Sponsor.
- c. The Policy Sponsor reviews the request for merit and, if in agreement, assigns a Policy Developer.
- d. The Policy Developer will consult with the Office of General Counsel, including KPU Privacy, regarding any concerns with the proposed Policy Elimination.
- e. The Policy Developer prepares the following to be posted on the KPU Policy Blog:
  - i. Rationale for the Policy Elimination.
  - ii. Proposed impact and mitigating strategy following the Policy elimination.
  - iii. Contact information for Policy Developer.

- f. The rationale with the above information is posted on the KPU Policy Blog for 3 weeks “Phase One Posting”
  - i. KPU Employees and Students can comment on the rationale.
- g. The Policy Developer will respond to comment on the Policy Blog.
- h. Following the conclusion of the Phase One 3 week posting, the Policy Developer will summarize the feedback received on the Policy Blog and make a recommendation to the Policy Sponsor on the elimination of the Policy.
- i. Following approval from the Policy Sponsor, the draft is submitted to the Polytechnic University Executive (PUE) for advice.
- j. Following advice from the PUE, the draft is submitted to the appropriate governing committees for advice based on the draft’s Policy Classification (see Section 2).
- k. Following advice from the governing committees, if required, the draft is submitted to the final approving jurisdiction (President, Board of Governors, Senate) based on its Policy Classification.
- l. Following approval from the President, Senate or Board of Governors, the elimination is deemed final and the Policy and Procedure removed from the KPU website.
- m. Policy Sponsors are required to ensure the Policy Elimination is implemented into KPU Practice and that individuals and departments are provided with training and awareness as needed and/or requested.

#### **10. Public Posting/Blog**

- a. The Policy Blog will be on hiatus in July and August. Policies and Procedures posted during July and August will not have that time counted towards their 3 week postings.
- b. Policies and Procedures are posted in 3 week segments:
  - i. 3 weeks means 15 working days, not including weekends, statutory holidays or other times KPU is officially closed.
- c. In the case of unexpected campus closures due to incidents including but not limited to: power outage, inclement weather or other unforeseen circumstances, the Policy Coordination Team will work with the Policy Sponsors to determine if the closure merits extending the KPU Policy Blog posting period of Policies and Procedures. Typically, closures less than 8 hours will not merit an extension.

#### **11. Role of the Board of Governors, Senate, PUE and governing Committees**

- a. KPU Policies will be assigned a jurisdiction per Section 2 of this Procedure.
- b. **Approval versus Advice**
  - i. If the *University Act* requires that the Board of Governors or Senate approve a KPU Policy, then the governing body must approve the draft Policy for it to be deemed final and posted on the KPU Website.
  - ii. If the *University Act* requires that the Board of Governors or Senate provide advice on a KPU Policy, then that advice must be sought, received and

considered before the Policy can be approved, deemed final and posted on the KPU Website.

**c. Role of Governing Committees and PUE**

- i. KPU Policies that are classified under the Board of Governors for approval or advice, will be reviewed by the Board Governance Committee and other Board Committees if appropriate.
- ii. KPU Policies that are classified under the Senate for approval or advice, will be reviewed by the Senate Standing Committee on Policy Review and other Senate Committees if appropriate.
- iii. All KPU Policies will be submitted to PUE for advice.
- iv. All governing committees are reviewing draft Procedures for the purpose of providing advice to Senate or the Board of Governors.
  - 1) Drafts can proceed to the Board of Governors and/or Senate for approval, even if one or more governing committees are not supportive of the draft.
  - 2) The decision to move a draft forward against the advice of a governing committee or PUE will be made by the Policy Developer in consultation with the Policy Sponsor.

**d. Policy Classification Dispute**

- i. KPU Policies will be classified per Section 2 of this Procedure.
- ii. The Policy Classification will be included on all posts on the KPU Policy Blog.
- iii. Members of the KPU Community can raise questions or concerns regarding a Policy Classification by: posting on the KPU Policy Blog, contacting the Policy Developer and/or contacting the Policy Coordination Team.
- iv. The Policy Coordination Team may seek advice from the Office of General Counsel on Policy Classifications.
- v. If a concern persists regarding a Policy Classification, the following steps may be taken by a member of the KPU Community in concert with the Policy Coordination Team:
  - 1) Written rationale for the Policy Classification, including the proposed alternate classification, link to the *University Act*, explanation given by the Policy Developer for current Classification and any advice from the Office of General Counsel sought.
  - 2) The written rationale is provided to the Chair of the Senate Standing Committee on Policy Review and/or the Chair of the Board Governance committee if the existing and/or proposed Classification includes the Senate and/or Board of Governors.
  - 3) The Chair reviews the rationale for merit and, if in agreement, brings the discussion forward to the next scheduled governance meeting.

- 4) The Committee(s) will review the rationale and either confirm the current Policy Classification or approve a recommendation to change the Policy Classification to the Board of Governors and/or Senate.
- 5) The final decision on a Policy Classification will rest with Senate and the Board of Governors.

## **12. Policy and Procedure Review**

- a. Policies and Procedures are reviewed regularly, at least every 4 years, to ensure they continue to be relevant, accurate and current.
- b. The review will be coordinated through the Policy Coordination Team, which will provide notice to the Policy Sponsor six months before the 4-year review deadline approaches.
- c. The Policy Sponsor will have six months (until the review deadline) to provide a response to the Policy Coordination Team inclusive of:
  - i. A review of new data, all applicable law, KPU Policy changes, KPU organizational changes, and any other applicable information.
  - ii. A determination of whether changes are required to the Policy or Procedures
- d. The Policy Sponsor may assign a Policy Developer to complete the review.
- e. If the Policy or Procedure is deemed current, the Effective Date will be updated and the review logged by the Policy Coordination Team.
- f. If the Policy or Procedure is deemed to need updating, the Policy Sponsor will assign a Policy Developer if they have not already done so.
- g. The Policy Developer will have 3 months following the review deadline to submit to the Policy Coordination Team:
  - i. Formal request for Policy or Procedure Review.
  - ii. Rationale for Review which will be included on the Policy Blog.
  - iii. List of consultations to be included on the Policy Blog.
  - iv. Contact information for the Policy Developer to be included on the Policy Blog.
- h. Following the formal request for review, the Policy Developer will follow the appropriate review steps as outlined in this Procedure.
- i. The Policy Coordination Team will post a schedule of Policy and Procedure reviews on the KPU website, which will indicate the status of the review and contact information for the Policy Developer.
- j. The President will report annually to the Board of Governors and the Senate on University Policies developed and reviewed during the year and the action taken or recommended.

### **13. Appendices**

- a. Appendices, including flow charts, diagrams or other data, should only be included if needed to assist the reader and if they are specifically mentioned in the Policy or Procedure.
- b. Appendices, which are approved with a Procedure and posted with the Procedure on the KPU Policy Website, will be subject to the same development requirements as outlined in GV2 Policy and Procedure.
- c. Materials that are referenced by name or URL in a KPU Policy or Procedure but are not included on the KPU Policy Website (i.e. external websites, reports or data) may be updated in accordance with the Clerical Changes section of this Procedure.

## **C. RELATED POLICY**

Refer to Policy *GV2 Protocol for the Development of University Policies*

## **D. Appendices**

Flowcharts (new, amendment, elimination)

Policy template

Procedure template