

Establishing Policies and Procedures, Policy on

Classification Governance	Table of Contents 1 Purpose 1 2 Scope 1 3 Definitions 1 4 Policy Statement 2 5 Responsibilities..... 3 6 Related Procedures 4 7 History 4
Approval Authority Board of Governors	
Implementation Authority General Counsel	
Effective Date October 20, 2005	
Last Revision October 18, 2013	

- 1 Purpose** The purpose of this Policy is to provide a framework for developing Policies and Procedures in compliance with laws and principles of good governance.
- 2 Scope** This Policy applies to the development and approval of Policies and Procedures that are generally applicable across the University and to Policies and Procedures that are only applicable to specific faculties, schools, departments or units.
- 3 Definitions** In this Policy:
- a) “Approval Authority” means the individual or entity with the authority to approve a Policy or Procedure.
 - b) “Board” means the Board of Governors of the University.
 - c) “ELT” means the Executive Leadership Team which is comprised of the President, Vice-Presidents and General Counsel.
 - d) “Implementation Authority” means the most senior administrator with responsibility for the matter that is the subject of the approved or proposed Policy or Procedure.
 - e) “Policy” means a statement that regulates University activities, operations or structures and:
 - i. establishes how the University conducts one or more aspects of its business; or
 - ii. sets out how the University expects members of the University Community to conduct themselves generally or in particular circumstances; or
 - iii. sets University objectives or direction in order to establish a framework for University decisions or actions; or

- iv. deals with compliance with laws, court orders, government policies or directives, or requirements of funders.
- f) “Procedure” means the statement of processes required to implement a Policy.
- g) “SLT” means employees of the University who, at the relevant time, are designated as members of the Senior Leadership Team.
- h) “Unit Policies” means Policies that apply only to members of the University Community associated with a faculty, school, department or unit.
- i) “Unit Policies and Procedures” means Unit Policies and Unit Procedures collectively.
- j) “Unit Procedures” means Procedures that relate to or operationalize a Unit Policy.
- k) “University” means the University of Calgary.
- l) “University Community” means persons associated with the University and includes:
 - i. members of the Board;
 - ii. members of the Senate of the University;
 - iii. employees, including visiting faculty;
 - iv. researchers conducting research at or under the auspices of the University;
 - v. volunteers;
 - vi. fellows, trainees and postdoctoral appointees;
 - vii. students; and
 - viii. others who are performing activities or providing goods or services at or under the auspices of the University, including consultants, vendors, and contractors.
- m) “University Policies” means Policies that apply to members of the University Community in general or are associated with multiple faculties, schools, departments or units.
- n) “University Policies and Procedures” means University Policies and University Procedures collectively.
- o) “University Procedures” means Procedures that relate to a University Policy.

4 Policy Statement

General

- 4.1** University Policies and Procedures and Unit Policies and Procedures will be:
 - a) presented in the standard format;
 - b) formally approved;
 - c) maintained centrally and accessible to the University Community; and
 - d) reviewed by the Implementation Authority at least once every five years.
- 4.2** University Legal Services – Policy Office will create, implement, and maintain standards for the drafting, publication, and promulgation of University Policies and Procedures and Unit Policies and Procedures.
- 4.3** University Policies and Procedures will be drafted or revised and submitted for approval in accordance with Procedures established and maintained by General Counsel.
- 4.4** The Unit’s most senior administrator or their delegate is responsible for drafting and revising Unit Policies and Procedures. Unit Policies and Procedures may not conflict with University Policies and Procedures but may reflect more specific or detailed

requirements applicable to the faculty, school, department or unit. In addition, Unit Policies and Procedures may not conflict with laws, court orders, government policies or directives, or requirements of funders.

- 4.5** The Unit’s most senior administrator or their delegate will provide a copy of a Unit Policy or Unit Procedure to University Legal Services – Policy Office at least 15 working days prior to the date it is to be published.

Approval

- 4.6** University Policies and Procedures will be approved by the applicable Approval Authority.
- 4.7** University Policies and Procedures may be approved by:
- a) the Board or its delegate;
 - b) the General Faculties Council or its delegate; or
 - c) a member of ELT or their delegate.
- 4.8** Decisions with respect to the authority to approve a University Policy or a University Procedure will be rendered by the University Secretary in conjunction with the Implementation Authority.
- 4.9** Unit Policies and Procedures will be approved by:
- a) the Dean of the faculty, or their delegate or the Director or Head of the school, or their delegate if the Unit is a faculty or school or department within a faculty or school; or
 - b) in all other cases, by the most senior SLT member responsible for the Unit or their delegate.

Effective Date

- 4.10** University Policies and Procedures and Unit Policies and Procedures are effective on the date they are published unless another date is specified by the Approval Authority.

5 Responsibilities

- 5.1** Approval Authority
- a) ensure appropriate rigour and due diligence in the development of this Policy and related Procedures.
- 5.2** Implementation Authority
- a) ensure that University staff are aware of this Policy and related Procedures;
 - b) monitor compliance with this Policy and related Procedures;
 - c) regularly review this Policy and related Procedures to ensure consistency in practice; and
 - d) sponsor the revision of this Policy and related Procedures when necessary.
- 5.3** University Legal Services – Policy Office
- a) ensure Policies and Procedures comply with applicable laws and legislation;
 - b) review proposed Policies and Procedures and revisions to Policies and Procedures for consistency with existing Policies and Procedures;
 - c) resolve questions of whether a formal Policy or Procedure is required;

- d) draft Policies and Procedures and assist with the consultation and approval process.

6 Related Procedures [Developing Policies and Procedures, Procedure for](#)

7 History	October 20, 2005	Effective. Approved by the Provost and Vice-President (Academic) with the endorsement from other members of senior leadership.
	September 1, 2006	Revised. Revisions approved by the General Counsel and Corporate Secretary in July 2006.
	October 1, 2011	Editorial Revision.
	October 18, 2013	Revised. Revisions approved by the Board.
	January 1, 2020	Editorial Revision. Updated format and links.