Policy on Policies

Policy Sponsor:	Approval Date:
Board	Board:April 18, 2017
Senate	SenateMarch 27, 2017

e. "Protocol" means a highly operational, written directive, intended to support an academic or administrative unit's responsibilities. Protocols need not be connected to a particular University Policy

f. "Responsible Unit" means the academic or administrative unit designated by the Policy Sponsor to be responsible for the administration of a University Policy

g. "Unit" means an academic or administrative unit within the University.

h. "University Community" means faculty, staff and students of Dalhousie University and others engaged in activities under the auspices of Dalh.2(er)8161D2.3(s)-1.4(p)b.6(alh22e3(i)-3.3(e)

d. Assistant Vice-President/Vice-Provost: The University Policy applies only to or only impacts activities or operations in the Unit over which they have operational or academic responsibility.

e. Vice-President: The University Policy applies to or impacts activities or operations in more than one Unit within the Vice-President's operational or academic responsibility

f. President: The University Policy applies to or impacts activities or operations in the area of responsibility of more than one Vice-President, or of the Provost and one or more Vice-Presidents

g. Senate: The University Policy falls solely within Senate's jurisdiction as set out in the Senate Constitution.

h. Board of Governors: The University Policy has a significant impact on University assets, resources, or governance.

6. Implementation of a University Policy is subject to a satisfactory Implementation Plan being developed and approved pursuant to section E.6.

7. University Policies must be drafted using the approved University template attached as Appendix A, as amended from time to time by the University Secretary in consultation with University Legal Counsel Office and posted on the Policy Repository.

8. Responsible Units are responsible for administration, communication, training, review and compliance monitoring of University Policies under their administration.

9. Any Unit may develop Protocols to support activities within their area of operational or academic responsibilities. Protocols must be consistent with University Regulations as well as applicable University Policies. Protocols may be compiled in the form of manuals or standing operating procedures where appropriate.

10. Any Unit may develop Guidelines to support activities within their area of operational or academic responsibilities. Guidelines must be consistent with University Regulations as well as applicable University Policies and Protocols.

11. Any Policy approved prior to this Policy remains in effect until it is amended. All such policies shall be reviewed within five years of the last date of approval of this Policy.

E. Administrative Structure

1. Authority: This Policy falls under the authority of the Board and Senate
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Policies in the University Policy Directory to identify possible gaps and matters, confirm compliance

b. the extent to which the Policy contributes, directly or indirectly, to furthering the University's mission and advancing the core values;
c. the existing legal and regulatory framework which may inform the policy;
d. the benefits and risks of introducing a new policy or amending an existing one;
e. any impact on equity, diversity, and inclusiveness at the University;
f. measures designed to eliminate or to reduce any identified negative impact on equity, diversity, and inclusiveness at the University;
g. possible unintended consequences of proceeding with the request; and
h. the implications of not proceeding with the request.

3. <u>Work Plan</u> If the Policy Sponsor approves the policy request, the Policy Developer will prepare a Work Plan which considers all items in section F.2.2. The Work Plan will include timelines and appropriate responsibility for development, consultation, drafting and approval. The Work Plan [in 5-7(lan)]TJ w)-3 0.006 T

9. <u>Approval process for policies that are not Senate or Board sponsored policies</u>. All University Policies where the Policy Sponsor is neither the Board nor Senate require the approval of the applicable Policy Sponsor. A positive recommendation from the Provost Committee is also required for policies for which the President is the Policy Sponsor.

10. Policy Repository.