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| Policy Number  | 3.1                         |
| Approval Body  | Board of Governors          |
| Policy Officer | President + Vice-Chancellor |
| Approval Date  | October 2007                |
| Review         | 2012                        |

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## 3.1 POLICY FRAMEWORK

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### ENABLING LEGISLATION + LINKED POLICIES

*University Act*

Various sections

*Emily Carr University of Art + Design Policies*

- 1.2 Governance Style
- 1.7 Role of the President

### OBJECTIVE

The objective of the Policy Framework is to establish standards and parameters for development and approval of official Emily Carr University of Art + Design (University) policy.

### SCOPE

This policy applies to all University-wide policies under the authority of the Board of Governors (Board), Senate and the Executive Committee. Unit-based policy that is not cross-University in nature is under the authority of the individual units.

### POLICY

1. Policies are general guidelines for decision making. The primary function is to guide employees in situations requiring discretion and judgment, and to guide and inform students.
2. Policy development and review will be based on the priority need for the University, reflecting the mission, vision and goals of the University.
3. Policy approval will be consistent with the powers and duties of the University, Board, Senate and the Executive Committee.
4. The Office of the President is responsible for administering University policy and as such will confirm policy authority, policy categories, keep the official policy record and post all approved (official) University policy.
5. Official University policy is posted on the University website. Notification of newly approved or amended policy will be communicated by the Policy Officer through the normal communication process in place at the University.

6. Any policy that is developed at the “unit” level must be congruent with and supportive of University-wide policy. Should a conflict exist between an official University policy and a unit-based policy, the University-wide policy will take priority.

## **DEFINITIONS**

Policy Officer: Member responsible for development, implementation and interpretation of specific policies (e.g. Vice President of Finance + Administration is responsible for development, implementation and interpretation of finance based policies)

Unit Based Policies: Policies developed by an area that pertain specifically to that area and do not have University-wide implications.

Policy Supports: Any information in addition to policy statements that enables the implementation of the policy, such as procedures, guidelines and forms.

## **POLICY APPROVAL BODIES FOR UNIVERSITY POLICIES**

1. Board of Governors
  - a) Legislative Requirements: All decision-making areas identified as under the authority of the Board in guiding and other legislation.
  - b) Board Governance: Policies that describe how the Board governs itself while governing the University.
  - c) University Directions + Accountabilities: High level policies pertaining to values and goals, such as mission and vision, and may include key accountability policies such as the Policy Frameworks.
  - d) High Risk, High Impact Policy Decisions: Policy decisions that will have a high impact either legally, financially, or on the reputation of the University.

2. Senate

The Senate establishes policy in the areas defined by the *University Act* and, in addition, will advise the Board on a variety of educational policies, which are also defined in the *University Act*.

3. Executive Committee

All other policy not dictated by the guiding legislation as being under the authority of the Board or Senate is considered “management” policy and will be established by the Executive Committee. These policies must have a broad University impact.

## **POLICY SUPPORTS**

### **3.1.1 Policy Plan Form**

This document is to be completed and signed-off **prior** to development of University policy. The policy development plan, once completed, will provide the developer with information on approval, consultation, and policy format, maximizing the quality of University policy.

### **3.1.2 Policy Template**

The template is to be used for all University policies.