EMILY CARR UNIVERSITY of Art + Design

POLICIES + PROCEDURES DEVELOPMENT
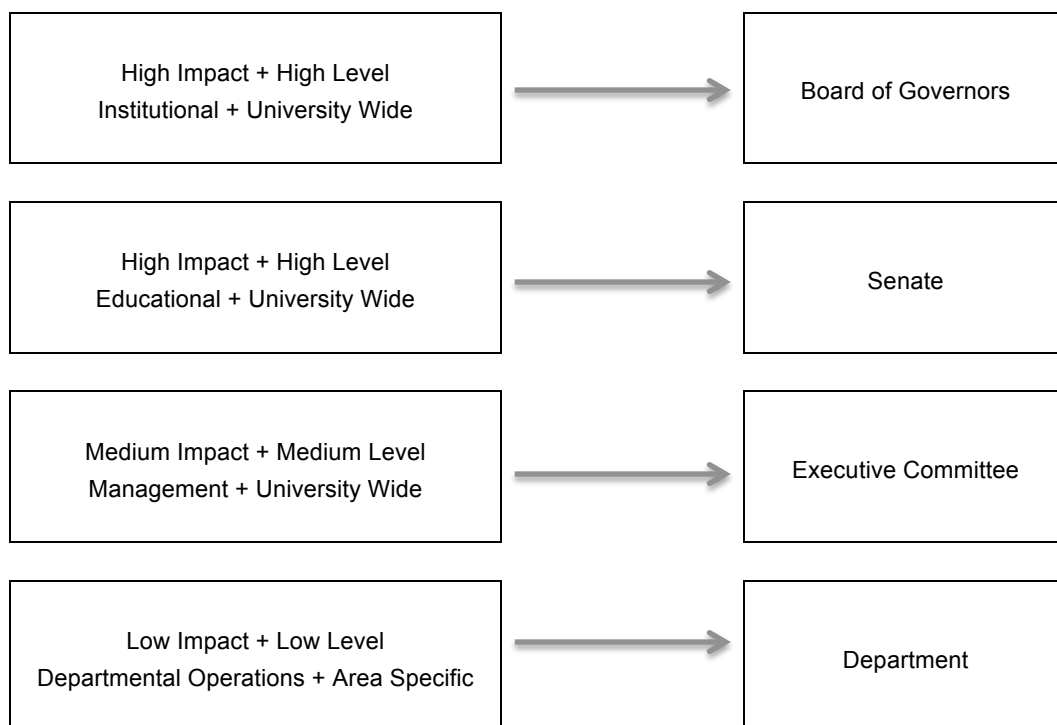
OVERVIEW

Emily Carr policies and procedures are available online or through the University Secretary. Policies and procedures are general guidelines for decision-making. They provide members of the community with guidance and clarity on how to respond to various issues, adhere to governing and regulatory requirements, translate the University's mission and values into operating principles and set and maintain standards of conduct.

Policies are values-based statements that explain *what we do* in specific situations and guide operations. **Procedures** explain *how we do it* and outline the steps that are to be followed to implement policies.

Policies and procedures are linked and are often developed together, however this is not always the case, as policy can exist without procedures. In addition, as policies are values-based, high level statements, changes to policies occur far less frequently than changes to procedures. As procedures outline how we implement policies, these are updated on a more regular basis to reflect changes to operations and organizational structure.

There are various types of policy according to the impact, level and function of the policy. Policy approval is consistent with the powers and duties of the University, Board, Senate and Executive Committee as follows:

High Impact + High Level Institutional + University Wide	→	Board of Governors
High Impact + High Level Educational + University Wide	→	Senate
Medium Impact + Medium Level Management + University Wide	→	Executive Committee
Low Impact + Low Level Departmental Operations + Area Specific	→	Department

TYPES OF POLICY + APPROVAL BODIES

BOARD OF GOVERNORS APPROVED POLICIES

- Policies where Board has authority as outlined in the University Act
- Policies that describe how the Board governs itself
- High level university wide policies related to mission, values and goals
- Policies that will have high impact either legally, financially or on the reputation of the university
- Policies where Senate advises the Board on educational policies and issues as outlined in the University Act

SENATE APPROVED POLICIES

- Policies where Senate has authority as outlined in the University Act
- Policies that describe how the Senate governs itself
- High level university wide policies related to academic and educational values and issues
- Policies where Senate advises the Board on educational policies and issues as outlined in the University Act

EXECUTIVE COMMITTEE APPROVED POLICIES:

- Policies with broad, university wide impact, not outlined in University Act as being under authority of Board or Senate, which are considered management policies
- Procedures to support policies which are to be reviewed and updated on a regular basis
- Board of Governors receive management policies for information

DEPARTMENT APPROVED POLICIES:

- Department based policies that are not university wide and are specific to an individual area

POLICY PLANNING STAGES

DEVELOPMENT STAGE

Prior to and during policy development, ask the following questions:

- ☐ Why is the policy needed?
- ☐ Is there an existing policy with the same or similar intent that could be revised?
- ☐ Who is the approval body for the policy?
- ☐ What are the goals and desired outcomes of the policy?
- ☐ What legislation enables or provides authority for the policy?
- ☐ Who will be impacted by the policy?
- ☐ Who has a stake in the policy?

□ Who needs to vet and review the policy?

□ Who will develop the policy or be on policy development committee?

□ Are there related policies currently in place to consider?

□ Have policies from similar institutions been reviewed for comparison?

□ Is the use of terminology consistent in the draft policy and across related policies?

Once the above questions have been addressed, the policy is drafted (with a committee if applicable) using the following Emily Carr policies as references / templates:

3.1   Policy Framework
3.1.1   Policy Plan Form
3.1.2   Policy Template

CONSULTATION STAGE

Once the policy has been drafted, consultation and the development of additional revised drafts (if applicable) will occur as follows:

□ Consultation with those impacted by the policy, including Policy Officer (employee who has overall authority for the policy implementation and interpretation)

□ Redraft and review of second draft (with committee if applicable)

□ Completion of Policy 3.1.1 Policy Plan Form

□ Submission of form to and consultation with University Secretary

□ University Secretary to review and vet with management, legal counsel, unions, community, etc. as required

□ Redraft and review of third draft (with committee if applicable) OR move to decision making stage

DECISION MAKING STAGE

□ Once the policy is through the consultation stage, the policy is forwarded to the approval body for review, revisions and approval

NOTIFICATION STAGE

□ Once the policy is approved, it is posted on the website and notification is provided to the community according to 3.1 Policy Framework

FURTHER INFORMATION

For further information on the development of policies please contact the University Secretary.