POLICY ON UNIVERSITY POLICIES

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PREAMBLE

The University is committed to maintaining and developing official University Policies (as defined below) that contribute to the achievement of its goals and priorities and that provide good governance, transparency, clarity and consistency in decision-making. Official University Policies reflect the institution's position, principles and standards on key issues.

SCOPE

This Policy applies to all Policy Owners (as defined below) and to all official University Policies. Policies, procedures, guidelines, handbooks, directives or other similar instruments that are limited in scope to a specific faculty, department, academic unit, administrative unit, or operational area, and that do not apply across the University as a whole, are not considered official University Policies and are therefore not subject to this Policy.

In cases of uncertainty as to whether a policy or related document qualifies as an official University Policy and is therefore subject to this Policy, the Secretary-General shall make the final determination.

PURPOSE

The purpose of this Policy is to support good governance by establishing a coordinated and consistent approach for revising, developing and approving University Policies.

DEFINITIONS

For the purposes of this Policy, the following definitions shall apply:

"Administrative Revision(s)" means any one of Conforming, Editorial, or Operational Revision(s) (as such terms are defined below).

"Ancillary Documents" means documents that support, supplement, or provide guidance on the implementation and application of a University Policy, including procedures, guidelines,

handbooks, directives, standards, frameworks, manuals, and similar instruments, and that are developed in connection with a University Policy.

"Approval Authority" means the Board of Governors (the "Board"), Senate, the President or the relevant Vice-President (as defined below), as applicable.

"Conforming Revision" means amendments to a University Policy that are required to maintain legal accuracy, institutional consistency, or operational coherence, and that do not alter the underlying intent or principles of the University Policy, including:

- updating the University Policy to reflect legislative or regulatory changes or a decision of a court or a tribunal;
- updating reporting structures following organizational or structural changes;
- adapting as required a University Policy to include amendments that have been made to another University Policy for the purpose of maintaining internal consistency;
- aligning the University Policy with University practices recognized and acknowledged by the Secretary-General, in consultation with the Chair of the Governance and Ethics Committee;
- any other update which, in the opinion of the Secretary-General, in consultation with the Chair of the Governance and Ethics Committee, is necessary.

"Editorial Revision" means housekeeping or non-substantive amendments to a University Policy, including:

- editing and formatting;
- adding gender-neutral and gender-inclusive language;
- correcting typographical or grammatical errors;
- modifying, adding or removing hyperlinks;

- modifying, adding or removing references to roles, responsibilities, internal positions, units, programs and resources;

- modifying, adding or removing references to external institutions; and

- any other modification which, in the opinion of the Secretary-General, in consultation with the Chair of the Governance and Ethics Committee, is of a non-substantive nature.

"Mandated Committee" means a committee, other than a standing committee of the Board or Senate, which is struck or approved by the Board, Senate or the Secretary-General specifically to revise or develop a University Policy.

"Operational Revision" means any amendment which, in the opinion of the Secretary-General, in consultation with the Chair of the Governance and Ethics Committee, is of such a nature that approval of the Approval Authority is not required.

"Policy Owner" means the member of the senior administration or their delegate with responsibility for the subject matter contemplated in the University Policy. The Policy Owner is the primary subject matter expert and is responsible for revising, developing, implementing and the administration of the University Policy within their purview.

"Substantive Revision" means any amendment to a University Policy other than an Administrative Revision.

"University Policy" or "University Policies" means an official document which establishes principles and standards governing the administration and operation of the University as well as the conduct of University faculty, staff, students, visitors, providers and any other member of the University community, in accordance with legislative, regulatory and organizational requirements of the University. University Policies are under the jurisdiction of the Board, Senate, the President or the relevant Vice-President.

"Vice-President" means a Vice-President, the Secretary-General or a Chief Officer appointed by the Board.

POLICY

Revision and Development

1. The timing of the revision or development of University Policies shall be dynamic as circumstances such as new legislation, contractual obligations, political considerations and/or University initiatives drive the revision and development cycles. Revisions can be made following the review of a University Policy in accordance with section 26.

2. Policy Owners shall inform the University Secretariat of their intention to revise an existing University Policy or to develop a new University Policy at the outset of any such initiative.

3. University Policies shall be presented in a standard format. Revised or new University Policies shall follow the official policy template which shall be provided and amended from time to time by the University Secretariat.

4. Policy Owners may develop Ancillary Documents. The development and revision process of these Ancillary Documents shall be tailored to each University Policy. When University Policies are submitted for approval, if there are Ancillary Documents, ordinarily, the relevant Ancillary Documents are shared with governing bodies for information purposes only.

5. Administrative Revisions may be initiated by the Policy Owners or by the University Secretariat. The University Secretariat shall document all such amendments and inform the Policy Owners, and, where appropriate, the Approval Authority when it initiates the modifications.

6. Substantive Revisions shall normally be initiated by the Policy Owners. The University Secretariat may from time to time require that Policy Owners review their policies for Substantive Revisions.

7. In cases of uncertainty as to whether a proposed amendment constitutes an Administrative Revision or a Substantive Revision, the Secretary-General shall make the determination, in consultation with the Chair of the Governance and Ethics Committee.

8. The Policy Owners shall conduct the required internal and/or external consultation depending upon the scope, the nature and the subject matter of the University Policy as well as the circumstances giving rise to its revision or development. The consultation process shall include engagement with relevant University units, departments, and other parties whose mandates, responsibilities, or operations may be impacted by the proposed policy. The nature and extent of consultation may vary depending upon the parties involved, University By-Laws as well as external legal constraints or regulatory requirements.

9. The revision or development of University Policies which have an overarching scope or an application across the University may involve many parties, which may call for the creation of Mandated Committees.

10. When appropriate, the Policy Owners shall develop and maintain mechanisms to update the University community regarding University Policies under revision or development and provide a means for gathering feedback.

11. Prior to being formally approved, University Policies shall be reviewed by the University Secretariat, including Legal Services, to ensure compliance with respect to its structure and format as well as for clarity and consistency with legislation and other University Policies.

Approval Process

12. University Policies shall formally be approved by an Approval Authority.

13. University Policies that fall under the mandate of the Board in accordance with the University's Charter or By-Laws, or which are considered of sufficient importance because they deal with high risk factors or highly sensitive matters, shall be approved by the Board. A standing committee of the Board shall normally review such University Policies before they are presented for Board approval.

14. University Policies that fall under the mandate of Senate in accordance with the University's By-Laws shall be approved by Senate. A standing committee of Senate shall normally review such University Policies before they are presented for Senate approval.

15. When Mandated Committees are established to revise or develop University Policies, such University Policies shall not normally require review by a standing committee of the Board or of Senate before they are presented for Board or Senate approval.

16. All other University Policies, which do not fall under section 13 or 14, that are of a general administrative or operational nature and that fall under the general delegation of the day-to-day administration of the University shall be approved by the President or the relevant Vice-President, following review and recommendation from the President's executive team, when applicable.

17. Administrative Revisions of University Policies do not require any formal approval but remain subject to the requirements set forth in sections 2 and 5.

18. Substantive Revisions of University Policies shall be formally approved by the appropriate Approval Authority.

19. Revisions to existing University Policies and new University Policies shall normally become effective upon approval of the Approval Authority.

Abrogation

20. Policy Owners shall inform the University Secretariat of their intention to abrogate a University Policy at the outset of any such initiative. When the Approval Authority which initially approved a University Policy abrogates such University Policy, unless otherwise specified, the abrogation shall take effect immediately.

Dissemination

21. Once the original version of a University Policy is approved and translated, in a timely manner, the University Secretariat shall post it on the University website.

22. When required, the posting shall be timed with a communication rollout created by University Communication Services to help disseminate revised or new University Policies. The scope of the rollout shall depend upon the nature and importance of the University Policy. Additional and/or targeted dissemination may occur when a revised or

new University Policy must be brought to the specific attention of faculty, staff and/or students.

23. Policy Owners shall oversee the communication, implementation, training, administration and interpretation of the University Policies within their purview.

24. Members of the University community shall be responsible for familiarizing themselves and complying with University Policies.

Maintenance and Administration

25. University Policies shall be centrally maintained by the University Secretariat.

26. Notwithstanding what is provided for in section 1, Policy Owners shall review the University Policies within their purview every 10 years or in accordance with the timeline indicated in the respective University Policies. If no amendments are required, the *status quo* shall be maintained. If amendments are required, the revision shall be conducted in accordance with this Policy.

27. Ancillary Documents or other policies that are created outside the scope of this Policy may not contradict University Policies. In the event of any conflict or contradiction between the provisions of such Ancillary Documents or policies and the provisions of any University Policy, the provisions of the University Policy shall prevail.

28. In the event of any conflict or contradiction between the provisions of an existing collective agreement and the provisions of any University Policy, the provisions of the collective agreement shall prevail.

29. In the event of any conflict or contradiction between the provisions of the English version and the French version of any University Policy, the provisions of the originally approved University Policy shall prevail.

Policy Responsibility and Review

30. The overall responsibility for implementing and recommending amendments to this Policy shall rest with the Secretary-General.

Approved by the Board of Governors on March 11, 2020, and amended on June 11, 2026.