

University of Prince Edward Island	Policy No. admfingnl0001	Revision No. 2
Policy Title: University Policies		Page: 1 of 3
Creation Date: March 20, 2000	Version Date: October 6, 2016	Review Date: October 6, 2021
Policy Approval Authority: Board of Governors	Designated Executive Officer: Vice-President, Administration & Finance	WWW Access: W

1. Purpose

- 1.1. The policies and procedures of the University should be current, functional and readily accessible to the university community. The purpose of this policy is to define and set standards for non-academic or administrative University policies, including a requirement for their periodic review.

2. Scope

- 2.1. This policy is applicable university-wide to all non-academic or administrative policies and procedures at the University.

3. Definitions

- 3.1. **University Policy** is defined by all of the following criteria:
 - 3.1.1. It is a principle-based statement to be followed in carrying out the activities of the university;
 - 3.1.2. It has broad application throughout the university and is binding on members of the university community; and
 - 3.1.3. The subject matter is such that it requires Board of Governors, presidential or vice-presidential review and approval for policy issuance and revision.
- 3.2. **Procedure** is a process or set of steps to be followed in order to give effect to a University Policy.

4. Policy

- 4.1. A University Policy should promote governance, management practices, and behaviour consistent with the university's core principles; advance the university's mission; comply with applicable laws and regulations; promote operational efficiencies; and/or reduce institutional risk.

5. Roles and Responsibilities

- 5.1. A University Policy will specify:
 - 5.1.1. **Policy Approval Authority:** the individual or body responsible for final approval of a University Policy. Approving Authorities include:
 - 5.1.1.1. Board of Governors: approves University Policies relating to the management, administration and control of the property, revenue,

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business and affairs of the university, pursuant to section 4(1)(k) of the *University Act*;

5.1.1.2. President: acting on authority delegated by the Board of Governors;
or

5.1.1.3. Board of Governors Committee: acting on authority delegated by the Board of Governors.

5.1.2. ***Designated Executive Officer***: the President or Vice-President who is designated to be responsible and accountable for the:

5.1.2.1. development, implementation, maintenance and review of a University Policy;

5.1.2.2. education of members of the university community about a University Policy;

5.1.2.3. promotion and monitoring of compliance with a University Policy;
and

5.1.2.4. development of a new University Policy within the scope of his or her authority or portfolio.

5.2. A Vice-President will normally be named as the Designated Executive Officer for a University Policy within the scope of his or her authority or portfolio.

5.2.1. If a University Policy is within the scope of authority or the portfolio of more than one Vice-President, multiple Designated Executive Officers may be named.

5.2.2. The President will normally be named the Designated Executive Officer for a University Policy that is institutional in nature and transcends Vice-Presidential portfolios.

5.3. The Designated Executive Officer or designate is also responsible for the approval of Procedures established under a University Policy and any amendments to them.

5.4. Members of the university community are responsible for familiarizing themselves with and complying with University Policies and Procedures.

5.5. Individuals in senior administrative and management positions are responsible for making a reasonable effort to ensure that members of the university community in their areas and units are informed of and comply with University Policies and Procedures that govern their activities.

5.6. The Board of Governors' Office is the official repository for University Policies.

5.6.1. The Board of Governors' Administrative Assistant or designate will maintain records of delegations of authority by the Policy Approval Authorities that occur under this policy.

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- 5.7. The Board of Governors' Administrative Assistant or designate may make editorial changes to a University Policy, provided that such changes do not substantively affect the University Policy. Editorial changes to a University Policy are subject to approval of the Designated Executive Officer.

6. Format

- 6.1. The prescribed format for a University Policy is found in the associated procedural guidelines of this policy.
- 6.2. Policy should not contain a set of bylaws, rules, regulations or procedures which are written so specifically as to require frequent modification. Any procedures, guidelines, forms or supplementary information should only be included as part of a policy appendix. Appendices may be modified without formal approval by the Policy Approval Authority. However, such changes are subject to review by the Designated Executive Officer.

7. Effective Date

- 7.1. A University Policy becomes operational and enforceable upon approval or at a later date specified by the Policy Approval Authority.

8. Other Policies and Agreements

- 8.1. Faculties and other academic and administrative units may establish local unit standard operating procedures, but such standard operating procedures may not contradict University Policies and Procedures.
- 8.2. Where a University Policy conflicts with any existing collective agreement between the University and its faculty or staff, the provisions of the agreement will prevail.

9. Cancellation of Policies

- 9.1. A policy that is determined to be no longer valid may be submitted to the applicable Policy Approval Authority for cancellation.

10. Review

- 10.1. A University Policy must undergo a substantive review every five years, but may be reviewed at any time as needed.
- 10.2. This policy shall be reviewed no less than every five years from the date of approval.

RELEVANT LEGISLATION

University Act, R.S.P.E.I. 1988, c U-4