Policy Governance Framework

Category: Governance and Legal;
Jurisdiction: General Counsel and University Secretary;
Approval Authority: Executive Team;
Established on: February 5, 2019;
Amendments: None.

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1. Purpose and Scope

The purpose of this Policy Governance Framework (the "Policy Framework") is to provide clear and transparent processes for establishment, review, and approval of University policies to ensure legal and legislative compliance and relevancy.

This document applies only to University policies approved by the Executive Team, Board of Governors or the Senate, unless otherwise determined by the President, Executive Team, Board of Governors or the Senate.

2. Definitions

In this document, unless the context otherwise requires, "University Policy" means policies covered under the scope section of this document.

"Approval Authority" means the individual(s) responsible for the final approval of a policy or procedure, such as the President, Executive Team, Board of Governors, or the Senate, whichever is determined as most appropriate in accordance with pertinent legislation and governing documents.

"Jurisdiction" means the Executive Team member and, if applicable, committee responsible for the development, review, and recommendation of a policy or procedure.

"Enduring Resolutions" means resolutions passed by the University governing bodies, which members of the University community require ongoing reference to.

"Review Period" means the recommended maximum amount of time permitted before the policy is next reviewed.

3. Procedures:

a) Review Process

The University's policies should be in compliance with law, other university policies and governing documents, and consistent with the University's commitment to provide an inclusive, equitable and accessible environment. As such, prior to the final approval of new policies, policy amendments, or policies that have been reviewed with no recommendations suggested, a review by the Executive Team should be conducted, whenever practical. When appropriate, review by others, including an Equity, Diversity and Inclusion (EDI) review, will also occur.

b) New Policies

The University, through the Board of Governors, the Senate, or Executive Team, as appropriate, has authority to develop new policies as set out in the *Lakehead University Act*. The policy developers are encouraged to involve the University Secretariat early in the development process, so that the University Secretariat may ensure that proper governance processes are followed.

Any other University community member may recommend the development of a new University policy through the submission of a proposal to the University Secretariat that includes the following information:

1. Listing of existing related policies
2. Rationale for proposal

The University Secretariat will submit the proposal to the Executive Team for consideration. If supported, the Executive Team shall forward their recommendations to the University Secretariat whom shall ensure the proper governance approval process is followed. A University Policy shall not be official until approval by the appropriate Approval Authority is granted.

c) **Review or Amendment of Policies**

The University, through the Board of Governors, the Senate, or the Executive Team, has authority to review and amend policies as set out in the *Lakehead University Act*, and are encouraged to involve the University Secretariat early in the process, so that the University Secretariat may ensure that proper governance processes are followed.

Any other University Community member may recommend amendments to an existing University Policy by submitting a proposal to the University Secretariat. In order to be considered, proposals for amendments to existing policies must include:

1. Rationale for amendments
2. Detailed description of the changes in the form of a track-changes Word document

Annually the University Secretariat shall provide the Executive Team with a summary of all policies that are due for review within that year. The individual(s) and/or group(s) responsible for the maintenance and review of each University policy will be identified under the "Jurisdiction" and "Approval Authority" headings used at the top of each policy, unless otherwise determined by the appropriate Approval Authority. At the end of the academic year the University Secretariat shall report to the Executive Team on the status of all policies identified for review that year.

The University Secretary will report annually to the Board of Governors and the Senate on University Policies developed and reviewed during the year and the action taken or recommended.

Policies existing prior to the *Policy Governance Framework* coming into effect, which do not identify a review period:

1. must undergo a substantive review at a minimum of every seven years; or
2. shall identify a review period as soon as amendments are proposed, whichever comes first.

d) Expedited Policies

In extraordinary circumstances calling for urgent action, such as a change in federal or provincial law, a significant and immediate financial opportunity, or a major institutional risk, the President may enact, amend or suspend a policy without prior presentation to the appropriate Approval Authority, and/or without consultation with the Approval Authority, which would otherwise be required. Any Policy put into effect, amended or suspended in such a manner will subsequently be presented to the appropriate Approval Authority and will then proceed through the normal review and approval process as set out in this policy. Under no other circumstances shall a policy be suspended, amended or removed from the website without final approval from the appropriate Approval Authority.

In the case of policies for which the Approval Authority is the Senate or the Board of Governors, this paragraph 3.d) shall take effect if and when such Approval Authority so authorizes, and immediately for any other policy.

e) **Administrative Updates and Typographical Corrections**

The University Secretariat is authorized to update contact information, and correct cross references and typographical errors in governing documents, provided that such changes do not materially affect their content or substance.

f) **Policy Compliance**

All new proposed policies shall contain the following headings pursuant to the template provided by the University Secretariat; and any existing policies will be updated to include the headings.

1. Category: (Recommended category selected from the following list of 10 categories - Academic, External Relations, Financial, General, Governance and Legal, Human Resources, Health and Safety, Marketing and Communications, Research, and Space and Property. The University Secretariat shall determine the category.)
2. Jurisdiction: (Recommended Executive Team member and, if applicable, Committee responsible for the development, review, and recommendation.)
3. Approval Authority: (name of Policy Approval Authority with final approval privileges)
4. Established: (date the policy first came into effect)
5. Amendments: (dates of any amendments after the date established)
6. Review Period: (recommend how often the policy should be reviewed)
7. Date of Next Review: (indicate the date by which the next review should completed)
8. Related Policies, Procedures and Guidelines: (if none type "None")
9. Policies Superseded by this Policy: (if none type "None")

4. Official Repository

The University Secretariat shall be the official repository for all University policies. To that end, the University Secretariat shall:

a) maintain the University's Policy and Procedures web page which shall include the current version of University Policies as well as Enduring Resolutions passed by the University Governing Bodies that members of the University community require ongoing reference to;

b) maintain an archive of all previous versions of University Policies as they are amended or repealed; and

c) maintain records of all enduring resolutions passed by Governing Bodies, including but not limited to Delegations of Authority.

5. Communications and Transparency

The University Policies and Procedures section of the Lakehead University website shall include a listing of policies recently updated, policies currently under review and rescinded policies.

The responsible Executive Team member, as established in the Jurisdiction section, shall ensure appropriate communication of newly established or amended policies to the University community.

Review Period: 7 years;

Date for Next Review: 2026;

Related Policies and Procedures: None;

Policy Superseded by this Policy: None

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures.

If you require this information in another format please contact the University Secretariat.

The Office of the University Secretariat

Open: Monday through Friday from 8:30am to 4:30pm

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