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**BOARD POLICY ON DEVELOPMENT AND REVIEW OF ADMINISTRATIVE POLICIES**

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<b>Approval Authority</b>	Board of Governors
<b>Primary Contact</b>	Board of Governors
<b>Related Policies / Legislation</b>	Board policy direction University Planning and Directions (BPD-200) <i>University Act, s. 27</i>

**PHILOSOPHY**

To advance the purpose of the university and fulfill its mandate, the Board of Governors delegates some of its powers to the President, so they can lead the university, develop, and implement the necessary organizational strategies and goals, and create and implement necessary policies, procedures and rules to ensure effective management. The Board assists the President by developing Board Policies and Policy Directions to provide them with direction, support, and the authority to take actions within these defined parameters, in keeping with the university’s values.

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**POLICY**

Administrative policies and procedures are focused primarily on the administration and management of the university and the powers to develop, review, revise, amend, and approve these policies and procedures are delegated from the Board to the President within the limitations and Board oversight as stated below:

Administrative policies and procedures conform to the Policies and Policy Directions of the Board of Governors, the university’s mandate, provincial direction, regulatory legislation, UFV’s Collective Agreement, the university’s Vision, Mission, and Values, and the Integrated Strategic plan.

Approved policies are reviewed at least once every seven years. Policies are reviewed sooner than this time frame when circumstances require it (e.g., changes to legislation; events that reveal gaps or deficiencies in policy; etc.)

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**REGULATIONS**

The President or designate is responsible for the drafting of new administrative policies, procedures, or amendments as required or as requested by the Board.

There is broad consultation in the development, review, and amendment of these policies and procedures, including consultation with the university’s administrators, the Senate and the Board of Governors, or its relevant standing committees, as is appropriate to the policy or policies under consideration.

The President reviews, with the senior executive team, all proposed policies, procedures, or amendments, to ensure appropriate consultation has taken place, and there is compliance with the Board’s Policies and Policy Directions prior to the President’s implementation of these policies, procedures, and amendments.

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The Governance Committee of the Board of Governors has oversight of the management's schedule for the development, review, and amendment of administrative policies and procedures and is provided an annual report on policy review and development activities annually. The Board and Board standing committees are provided with relevant administrative policy information when issues come before them where this information will be useful for discussions and decisions.

Approved administrative policies and procedures are posted on the university's web site.

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