
Board Policy on University Policies

Approval Authority	Board of Governors
Responsible Executive	President
Related Policies / Legislation	B.C. University Act, S. 27, 35.2

PHILOSOPHY/PURPOSE

University policies establish the principles by which the University of the Fraser Valley’s (UFV) Board of Governors (“the Board”) exercises their statutory responsibility for the management, administration and control of the property, revenue, business and affairs of the university. This policy defines and sets expectations for all UFV policies and procedures and clarifies responsibilities for these. The Board develops clear statements of delegation through policies, policy directions and other formal documents and decisions.

SCOPE

1. This policy applies to all university policies and procedures.
2. This policy applies to all individuals and groups at UFV involved in the creation, approval, implementation, maintenance, review, amendment, or repealing of university policies.
3. This policy is not intended to infringe on Senate’s rights and responsibilities to create policy content for any matters within their jurisdiction as defined in the B.C. University Act.
4. This policy does not apply to policies, guidelines, or practices that do not meet the definition of a university policy.

DEFINITIONS

In this policy, the following definitions apply:

Approval Body: Based on the B.C. University Act, the formal governance group or individual responsible for creating, amending or repealing a policy based on the subject matter covered. This includes the Board of Governors, the Senate, the President or a combination of these.

Consultation: The process of seeking community feedback on a new, revised or plan to repeal a policy that occurs after a draft version is completed.

Jurisdiction: Refers to the powers and responsibilities of a particular governing body or individual (see “Approval Body” above), as expressed in the B.C. University Act.

Procedure(s): A document that lists processes or a set of steps established to give effect to a university policy. Procedures are subordinate to and consistent with their parent policy.

Responsible Executive: The President, a Vice-President, or other position that reports to the President, and who is accountable for the development, implementation, communication, compliance monitoring, and review of a university policy.

University Policy: A document providing explanations and expectations on a topic with broad application across UFV. They apply to UFV community members, and at times, to visitors to UFV.

PHILOSOPHY

UFV policies are built on the following principles:

1. They are consistent with and meet expectations stated in the UFV Board's policies and policy directions.
2. They promote good governance, accountability, accessibility, and transparency.
3. They support UFV's mandate, mission, vision, and values, and strategic plans.
4. They ensure UFV complies with all legal requirements, government regulations, contracts, and UFV employment agreements.
5. They support operational efficiency, consistency in decision-making, and risk mitigation.

POLICY

A. Policy Form & Content

1. University policies follow a standard format and process as set out by the President or designate.
2. University policies are ratified by one or more of the approval authorities, based on jurisdiction related to each policy's subject matter.
3. University policies typically separate policy values, principles and statements from procedures.
4. Procedures address items related to the implementation of a specific university policy.
5. Procedures are ratified by the approval body or designate.

B. Roles and Responsibilities

1. The UFV Board delegates to the President responsibility for all administrative policies and procedures, in compliance with UFV Board directives, policies, and policy directions.
2. The UFV Board delegates to the President or designate responsibility to create procedures for this policy.
3. The UFV Board or designate is responsible for oversight of management's schedule for the development, review, and amendment of administrative policies and procedures.
4. The President or designate provides an annual report on policy.
5. University policies include naming a responsible executive.
6. Senate:
 - a. The UFV Senate has responsibility to create and approve policies for matters within its powers and duties as listed in the B.C. University Act, Section 35.2 (5)(a)-(k).
 - b. The UFV Senate may set its own processes for overseeing the creation, revision and repealing of policies that fall solely within their powers and duties.

- c. When there is jurisdictional overlap within a university policy that involves Senate, the approval bodies agree on a process for creating, revising, or repealing a policy.
- d. The UFV Senate advises the Board of Governors on the development of educational policy for matters as listed in the BC University Act, Section 35.2 (6)(a)-(m).
- e. The UFV Senate maintains a process for determining jurisdiction on matters where required.

C. Policy Development, Consultation, and Coordination

1. When the UFV Board delegates matters to the President, policies are created with the following limitations:
 - a. Administrative policies conform with UFV Board policies and policy directions.
 - b. Administrative policies follow the principles in the philosophy section of this policy.
 - c. Administrative policies are reviewed at least once every seven years or sooner based on a request by the UFV Board, legislative changes, operational or other institutional issues, or due to external circumstances.
2. The UFV Board requires consultation on every Administrative or Senate policy that is created, revised or planned to be repealed.
3. The UFV Board delegates to the President responsibility to determine if consultation for administrative policies is adequate.
4. Consultation is proportionate to the scope and impact of a policy and ensures input from relevant and important constituents and groups, as appropriate.
5. Consultation feedback is documented and used to inform a final version of a policy.
6. Consultation processes, timelines and responsibility to coordinate it are determined by the approval body or designate. For policies with joint jurisdiction, approval bodies determine together how consultation happens.

D. Editorial and Substantive Revisions

1. Substantive revisions are changes that alter the intent, scope, authority, or obligations of a policy and require approval by the applicable approval body.
2. Editorial (non-substantive) revisions are changes that do not alter policy intent.
3. The procedures for this policy identify what constitutes editorial revision.
4. The procedures for this policy explain how editorial revisions are managed, including notification when these are made.

E. Repository, Supersession, and Archiving

1. The President or designate ensures the university maintains an official repository for all university policies and procedures and maintains records of all policy related activities.
2. The authoritative version of a policy is the one published in the official repository.
3. Upon approval of a new or revised university policy, any prior versions addressing the same subject matter are superseded unless otherwise stated.

F. Interim Measures

1. The UFV Board delegates to the President or designate responsibility to create interim measures as required in emergency or other temporary circumstances that impact operations.
2. The procedures for this policy include explanation related to interim measures including matters such as duration, ratification, and notifications.

G. Effective Date

UFV policies and procedures take effect upon approval or on a later date specified by the approval body or procedural authority.