



# FIRST NATIONS UNIVERSITY OF CANADA

## Policy and Procedure Statement

### GUIDELINES FOR DETERMINING THE LOCUS OF POLICY DECISION MAKING AT THE BOARD AND EXECUTIVE LEVELS

Locus	Characteristics
Board of Governors	<p><u>It's a Board decision that cannot or should not be delegated if:</u></p> <ul style="list-style-type: none"> <li>• Legislation (<i>The First Nations University of Canada Act</i> or other legislation) says that the Board 'shall' or otherwise requires Board action either explicitly or with a degree of specificity or gravity that suggest delegation either should not be permitted or would be ill advised.</li> <li>• It exercises the fiduciary responsibility that is vested in the Board.</li> <li>• It deals with the Board's own operations.</li> <li>• It deals with the President (recruitment, appointment, job description and expectations, contractual arrangement, compensation, performance (facilitating, supporting, monitoring and assessing), interaction with Board).</li> <li>• It's strategic or broadly directional</li> <li>• It's about what should be accomplished by the institution rather than how it should be accomplished.</li> <li>• It articulates broad expectations of and expresses values for the institution.</li> <li>• It binds the Board.</li> <li>• It binds the institution, including the President.</li> <li>• It states broad expectations for the institution as a whole and sets broad parameters that serve as an umbrella for more specific institutional policies and procedures.</li> <li>• It requires accountability to government.</li> <li>• It is of significant importance to the institution as a whole.</li> <li>• It speaks to significant risk/harm – safety and security of students, faculty and staff; financial and other assets; legal; reputational.</li> <li>• It deals with the public interest, broadly.</li> </ul> <p><i>Note:</i> The Board makes decisions as a body, and does so with the advice of the Executive and, through the Executive, other senior administrative officers.</p>
Executive (University Secretary an officer of the Board) approval, in consultation with the President. Annual Report provided to the Board regarding all approvals.)	<p><u>It's a Board decision that could or should be delegated to the Executive if:</u></p> <ul style="list-style-type: none"> <li>• Legislation (<i>The First Nations University of Canada Act</i> or other legislation) says that the Board to delegate to an officer of the University (e.g. President) or other body.</li> <li>• Such policies/decisions are normally set/taken by CEOs/Presidents of similar organizations.</li> <li>• Practical considerations dictate.</li> <li>• The Board has set the broad parameters and more detailed expressions of policy logically follow.</li> <li>• It deals with implementation (e.g., procedures – who do what, when, and with whom).</li> </ul> <p><u>It's an Executive decision if:</u></p> <ul style="list-style-type: none"> <li>• Legislation (<i>The First Nations University of Canada Act</i> or other legislation) says that the President, Vice-President, or University Secretary, 'shall' or 'may'.</li> <li>• It has been delegated by the Board.</li> <li>• It is institutional by nature, either affecting the whole institution or multiple units.</li> <li>• It commits the institution.</li> <li>• It advances the strategic directions endorsed by the Board.</li> <li>• It elaborates on broader policies set by the Board.</li> <li>• It's about how things are to be accomplished institutionally.</li> <li>• It defines the structure, roles and responsibilities of administrative units.</li> </ul> <p><i>Note:</i> Executive officers make decisions as individuals, and do so with the advice of other executives, senior administrative office staff, and bodies established for this purpose.</p>
Senior Administration (AVP's, Deans, and Directors)	<p><u>It's an Administrative decision if:</u></p> <ul style="list-style-type: none"> <li>• It is not institutional in nature, unless it deals with specific procedures to be followed in the administration of institutional policies that an officer is charged with administering.</li> <li>• It is clearly operational, procedural, tactical.</li> <li>• It is about 'how to'.</li> <li>• It deals only with operations within their own units that are not inconsistent with policies and</li> </ul>

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	<p>procedures set by the Board and Executive.</p> <ul style="list-style-type: none"> <li>• It has been delegated by the Board or the responsible Executive officer.</li> </ul> <p>Note: Senior Administrative Officers make decisions as individuals, but do so with the advice of their faculty, staff and others as appropriate or as required.</p>
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*The First Nations University of Canada Act* will be relied upon to settle questions of the application of these *Guidelines* as regards Board and Executive decisions.

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