



Policy Governance

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| Category: | Governance |
| Number: | |
| Audience: | University Community |
| Issued: | October 23, 2013 |
| Owner: | Secretary to the Board |
| Approved by: | Board of Governors |
| Contact: | Secretary to the Board (ext. 2100) |

Introduction

This policy applies to all First Nations University of Canada governance, employment, academic and student services, and operations and administrative policies.

It provides a consistent, coordinated approach for planning, developing or updating, approving, publishing, and managing University Policies.

Policies align with the university's practices and processes with its [Strategic Plan](#) and regulatory environment. They articulate the University's position on matters. They help University employees make decisions and do their work more efficiently. They protect the University and the University community.

Definitions

Accessible: readily available to the people who need; easy to understand and use; posing no obstacles to people with special needs.

Act: *An Act Respecting the First Nations University of Canada*

Approval authority: the administrative officer or governing body of the University responsible for approving the issue, repeal, or retirement of a policy.

Concept: a word, term, or phrase that expresses an idea or mental picture.

Custodian: the person with administrative and managerial responsibility for the University policies.

Definitive source: the final, authoritative, true version of the policy.

Fact: a word, term, or phrase that does not require supporting evidence; objective information.

Policy: the University's position on a matter; the rules; what is or is not allowed; what must or must not be done; what can or cannot be done; who is responsible for what.

Policy owner: the University administrative officer who is responsible for ensuring the policy is correct, complete, and current.

Procedure: a set of step-by-step instructions the reader is to complete in the order listed to obtain the desired outcomes; how-to information.

Process: a series of events, actions, or changes that take place over time and have an identifiable outcome or purpose; how things work or what happens information.

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Review schedule: indicates when (year and month) the policy owner is expected to begin reviewing the policy.

University community/stakeholders: refers to everyone who is involved in or impacted by the policy, including those with an interest or concern and who are expected to comply with the policy.

University members: all Board members, all University officers, employees, and students, and any other person acting on behalf of or at the request of the University.

Audience: users of the policy

Policy

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.

The Board of Governors is responsible for developing broad institutional policy, strategic plans that govern the operations of FNUniv, and assuming an overall trust responsibility for the First Nations University of Canada.

University policies must be created or revised, approved, published to the University community, maintained, and repealed or retired as set out in this policy.

- a) Policies will be sponsored by the appropriate policy owner of the University.
- b) Policies will be approved by the appropriate approval authority as determined by the Secretary to the Board.
- c) Policies will meet the needs of the University and the intended audience.
- d) Policies will be consistent with *An Act Respecting the First Nations University of Canada*, other relevant provincial and federal legislation, FSIN legislation, and the University's Strategic Plan and policies.
- e) Policies will be accessible to the University community on the University's website.
- f) Policies will be practical to implement, enforce, and measure.
- g) Policies will indicate the significance of the policy for the University and the intended audience.
- h) Policies will make clear the rights and responsibilities assigned to persons or offices.
- i) Policies will be written concisely in plain English.
- j) Policies will have a common and consistent structure and appearance.
- k) Policies will be current. Whenever changes in organizational process or structure have an impact on the validity of a policy, the policy will be updated.
 - i) All University Policies requiring Board approval are subject to review every three years by the FNUniv Board of Governors.
 - ii) All other University Policies are subject to review at least every five years.
 - iii) A policy that has not been reviewed and updated in five years will be reported to the Board by the Board Secretary and the policy owner will be required to explain the status of the policy.

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- l) A policy becomes operational and enforceable upon approval and will be published on the University's website within three working days.
- m) A policy may be repealed or retired by the Secretary to the Board or its policy owner subject to approval by the approval authority.
- n) Faculties, departments, units, and groups may create policy specific to the faculty, department, unit, or group but such policies may not contradict University Policies.
- o) The President will report annually to the Board of Governors on University Policies developed and reviewed during the year and the action taken or recommended.
- p) In cases where a University Policy undergoes substantive review outside the regular review cycle, the mandated review date should normally be re-set at the standard number of years following the review.
- q) Where a University Policy or Procedure conflicts with the *Act*, the Policy Framework or any existing collective agreement between the University and its faculty or staff, the provisions of the *Act*, framework, or agreement will prevail.

Role and Responsibilities

Board of Governors

- a) is the authoritative body responsible for approving, repealing and retiring policies that determine the broad institutional policy and strategic plans for FNUUniv.
- b) delegates the authority and responsibility for implementing the broad institutional policy and strategic plans to the President of FNUUniv.

Secretary to the Board

- a) is the custodian of the University policies and policy standards;
- b) sets communication and management standards and processes for all policies;
- c) assigns policy names and numbers;
- d) determines the level of approval authority required for each policy;
- e) determines how often a policy must be reviewed;
- f) determines when a policy is ready to be published;
- g) announces the new policy or the changes to an updated policy to the University community;
- h) informs policy owners when he or she receives questions and complaints about their policies; and
- i) maintains the definitive record or source of all policies.
- j) may make editorial changes to a University Policy provided that such changes do not substantively affect the University Policy. Editorial changes are subject to approval by the Policy owner.
- k) maintain a record of the initial approval of a University Policy and of all subsequent substantive and editorial changes.

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Policy Publisher

The Director of Communications

- a) ensures that approved policies are posted on the University's website; and
- b) maintains the policy website.

Policy Owners

Policy owners are responsible for the policies within their areas of authority. They:

- a) sponsor the development of new policies;
- b) ensure the policies they own are current and correct;
- c) monitor and measure the value and success of their policies;
- d) work with the Secretary to the Board to identify the policy stakeholders and all relevant legislation and policy;
- e) collect and analyze the needs of all stakeholders;
- f) adhere to the standards and conventions outlined in the Document Model – First Nations University of Canada Policy when they write policy; and
- g) identify and use the appropriate policy template.

University Members

- a) Members of the university community including all employees are bound by FNUUniv policies and are responsible for familiarizing themselves with and complying with University Policies or to ask questions to obtain needed clarification as to intent, for all relevant policies.
- b) 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 University Policies and Procedures that govern their activities.
- c) Notify the policy contact or the Secretary to the Board when they notice an error in a University policy.

Approval Authorities

- a) Review the policy and any related materials they receive when the Secretary to the Board recommends they approve, repeal, or retire a policy, and
- b) Approve, repeal, and retire policies. They may ask for more information about any policy before approving, repealing, or retiring it.

Processes

Updating Policy or Creating New Policy

1. A University member identifies the need for a policy update or a new policy and completes the University's form (Policy owners and the Secretary to the Board will initiate most policy updates and new policies.)
2. The Secretary to the Board reviews the submission and determines if a policy update or a new policy is required.
3. The Secretary to the Board will work with the policy owner to carry out the development or review of a University Policy, which may include the following steps:
 - a) identify pertinent legislation and policy;
 - b) collect and analyze pertinent information;
 - c) determine, in conjunction with the Secretary to the Board, who ought to be consulted and conduct these consultations as appropriate;
 - d) draft a preliminary University Policy and associated procedures, if any, that meet the criteria set out in the *Policy Governance* using the prescribed format and revise the draft as necessary during the consultation process;
 - e) submit the draft to the Executive Team, who will provide feedback to the policy owner;
 - f) revise the draft as necessary and submit to the Executive Team for review;
 - g) make the draft available to the university community through the Secretary to the Board for comment, if appropriate; and
4. The policy owner will submit the final draft to the Secretary to the Board, who will submit the proposed new or revised University Policy and associated Procedures, if any, for approval to the appropriate Approving Authority.

Publishing Policy

When the approval authority approves the new policy or policy updates:

1. The Secretary to the Board arranges for the policy publisher to publish the policy on the University's website, files the definitive source of the policy, and updates the University's records on the policy.
2. The policy publisher posts the policy on the University's website and notifies the Secretary to the Board.
3. The Secretary to the Board announces the new policy or policy update to the University community. (A policy update or a new policy may be announced to different groups at different times).

Changing Policy Ownership or Approval Authority

1. The policy owner, Secretary to the Board, or policy approval authority identifies a need to change ownership or approval authority of a particular policy and completes the form.
2. The Secretary to the Board reviews the request and consults with all stakeholders (existing policy owner or approval authority and potential new policy or approval authority).

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3. If the change in policy ownership or approval authority is warranted, the Secretary to the Board designates a new policy owner or approval authority, asks the policy publisher to update the policy on the University's website, and updates the University's records on the policy.

Repealing or Retiring Policy

1. The policy owner or Secretary to the Board recommends to the approval authority that the policy be repealed or retired.
2. The approval authority reviews the recommendations (and the policy) and approves or denies repeal or retirement of the policy.
3. When the approval authority approves repeal or retirement of the policy, the Secretary to the Board arranges for the policy to be removed from the University's website and updates the University's records for the policy.
4. The policy publisher removes the policy and all references to the policy from the University website.
5. If necessary, the Secretary to the Board announces the repeal or retirement to the appropriate University members or the University community.

Consequences for Noncompliance

Any person who knowingly or unknowingly violates a First Nations University of Canada (FNUUniv) policy without lawful justification or excuse may be subject to disciplinary action, suspension or dismissal. FNUUniv reserves the right to recover from its employees any direct or indirect costs incurred as a result of any violation of its policies, in addition to imposing any other disciplinary sanctions it deems appropriate, including immediate dismissal. FNUUniv also reserves the right to take legal action against violators that could result in criminal or civil proceedings. Deliberate or inadvertent misinterpretation of errors or omissions (consequential or inconsequential), or misuse or malicious distortion of the general intent of FNUUniv policies and related procedures is considered a violation.

If a policy does not adhere to the standards set out in this policy, the Secretary to the Board, may refuse to publish the policy or may remove it from the University website if it has already been published.

Related Information

Identify related documents/information (acts, regulations, policies, strategies, procedures, forms, etc.)

- Policy Template
- An Act Respecting The First Nations University of Canada
- Policy Request Form (will be developed)
- Policy Framework
- Links to collective agreements
- Document Model – First Nations University of Canada Policy