**FIRST NATIONS UNIVERSITY OF CANADA**

Policy and Procedure Statement

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

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| **Locus** | **Characteristics** |
| Board of Governors |  It’s a Board decision that cannot or should not be delegated if:* Legislation (*The First Nations University of Canada Act* 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.
* It exercises the fiduciary responsibility that is vested in the Board.
* It deals with the Board’s own operations.
* It deals with the President (recruitment, appointment, job description and expectations, contractual arrangement, compensation, performance (facilitating, supporting, monitoring and assessing), interaction with Board).
* It’s strategic or broadly directional
* It’s about what should be accomplished by the institution rather than how it should be accomplished.
* It articulates broad expectations of and expresses values for the institution.
* It binds the Board.
* It binds the institution, including the President.
* 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.
* It requires accountability to government.
* It is of significant importance to the institution as a whole.
* It speaks to significant risk/harm – safety and security of students, faculty and staff; financial and other assets; legal; reputational.
* It deals with the public interest, broadly.

*Note:* The Board makes decisions as a body, and does so with the advice of the Executive and, through the Executive, other senior administrative officers. |
| Executive (University Secretary an officer of the Board) approval, in consultation with the President. Annual Report provided to the Board regarding all approvals.) |  It’s a Board decision that could or should be delegated to the Executive if:* Legislation (*The First Nations University of Canada Act or* other legislation) says that the Board to delegate to an officer of the University (e.g. President) or other body.
* Such policies/decisions are normally set/taken by CEOs/Presidents of similar organizations.
* Practical considerations dictate.
* The Board has set the broad parameters and more detailed expressions of policy logically follow.
* It deals with implementation (e.g., procedures – who do what, when, and with whom).

 It’s an Executive decision if:* Legislation (*The First Nations University of Canada Act* or other legislation) says that the President, Vice-President, or University Secretary, ‘shall’ or ‘may’.
* It has been delegated by the Board.
* It is institutional by nature, either affecting the whole institution or multiple units.
* It commits the institution.
* It advances the strategic directions endorsed by the Board.
* It elaborates on broader policies set by the Board.
* It’s about how things are to be accomplished institutionally.
* It defines the structure, roles and responsibilities of administrative units.

Note: 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. |
| Senior Administration (AVP’s, Deans, and Directors) |  It’s an Administrative decision if:* 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.
* It is clearly operational, procedural, tactical.
* It is about ‘how to’.
* It deals only with operations within their own units that are not inconsistent with policies and
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procedures set by the Board and Executive.

* It has been delegated by the Board or the responsible Executive officer.

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.

*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.