Approval Date: May 7, 2004

Most Recent Editorial Date: January 24, 2014

Policy Development Framework

Office of Accountability:	President's Executive Committee (PEC)
Office of Administrative Responsibility:	Office of the Vice-President (Finance and Administration)
Approver:	Board of Governors and General Faculties Council (EXEC)
Scope:	Compliance with this University-wide policy extends to all members of the University community.

Overview

University policy and procedure apply to all members of the University community. Policies need to be clear and concise statements of expected behaviors, practices and standards. As policy reflects the values of the University it is important that new and existing policy be developed or revised using an effective and consistent approach. This supports the University's commitment to being an exemplary organization, one that seeks to adopt best practices in dealing with administrative matters.

Purpose

To ensure University policy is well cited, serves and is appropriately compliant with the vision and mission of the University of Alberta.

POLICY

The University's Board of Governors and/or General Faculties Council and its most senior administrative and academic leaders (Vice-Presidents, Deans and the Directors of central administrative units) will initiate the development of new policy and revisions to existing policy. This is not to preclude such initiatives by others, but would have them participate in the process through those named above.

Newly developed or revised policy will:

- not overlap or contradict other policy;

- be sufficiently researched and legislation compliant;

- integrate and consider the needs of its users and stakeholders; and

- as applicable, stipulate a specified approval protocol (i.e. GFC and/or the Board) for certain associated procedure.

Developing new or revising existing policy will be a planned activity allowing for appropriate due diligence and consisting of:

- identifying the appropriate **policy development sponsor** and **policy development lead**;

- conducting the issue-appropriate due diligence;

- obtaining approval pursuant to the powers imparted by the Post-secondary Learning Act of Alberta; and

- publishing in a manner easily accessible and consistent across all University policy.

Normally the key stakeholders will support the development initiative in principle before this activity begins in earnest.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. **[▲Top]**	
University Policy	A statement outlining an expectation of behavior pertaining to certain activities or matters set out in relevant legislation (i.e. Post-Secondary Learning Act of Alberta) and approved at the University's senior levels of governance: Board of Governors and/or General Faculties Council (GFC); committees of the Board and GFC having the delegated authority to approve certain policy; and the President, President's Executive Committee (PEC), or Vice-Presidents.
Policy Development Sponsor	A member of the University's senior administration or a governance unit who assumes responsibility for a specific policy development/re-development activity. Accountabilities: a suitable development/re-development strategy and process, stakeholder involvement, mitigation of issues as required, the appropriate and effective utilization of any allocated resources, financial or otherwise, and the timely completion of activity.
Policy Development Lead	Acting as the sponsor's agent, the lead plays a planning, co-ordination and facilitation role. While stakeholders have ownership for the policy deliverable, the lead supports the sponsor and the stakeholders in achieving that outcome. A key activity is working with the stakeholders and sponsor to create a policy development plan, then monitoring and facilitating the execution of that plan.

RELATED LINKS

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UAPPOL Vision, Principles and Definitions (UAPPOL)

PUBLISHED PROCEDURES OF THIS POLICY

UAPPOL Document Development Procedure

UAPPOL Document Information Update Procedure

UAPPOL Document Load Procedure

UAPPOL Documents Rescission Procedure

UAPPOL Records Retention Requirements Procedure