

Policy Framework – Governing Policy			
Policy Sponsor	President	Category	Board
Policy Contact	University Secretary	Effective Date	May 25, 2018
Approved By	Board of Governors – Motion 232-05	Review Date	May 25, 2023
Approved Date	May 25, 2018		

1. Purpose

This policy sets the framework for delegated authority, development and management of policy and related procedures within Athabasca University to ensure processes and practices align with the University’s mandate, values, mission, strategic plan, comply with legislative requirements, and promote operational efficiencies and reduce institutional risk.

2. Scope

This policy addresses the development and management of Athabasca University (the University) policies and procedures, and applies to all members of the University community.

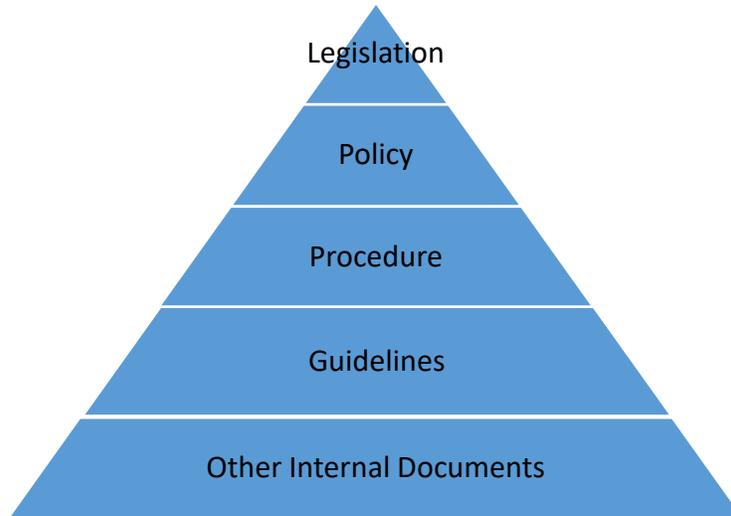
3. Definitions

Approval Authority	Governing body or position with authority (or delegated authority) to approve a policy within this Policy Framework.
Guidelines	Suggested approaches, best practices and/or additional information related to procedures.
Policy	A published statement that reflects the University’s strategic direction, governing principles and institutional goals. Policies are statements of expectation, conduct or outcome that comply with relevant legislation, regulation and institutional requirements. Policy normally does not include operational procedure, except in very specific circumstances where policy and procedure cannot be appropriately separated.
Board Policy	Board Policy provides governance and accountability, and pertains to strategic positioning, risk management, fiduciary responsibility and legislative compliance.
Academic Policy	Academic Policy relates to the core academic business of the University, including teaching, learning and research.
Administrative Policy	Administrative Policy governs the management and operations of the University, and outlines principles for administrative activities where there is no identified risk to the institution’s reputation, financial or applicable governing laws.
Procedure	The established operational steps to be followed in order to ensure that the outcomes and values expressed in legislation, collective agreements or a policy are achieved.

4. **Policy Framework**

The Board of Governors of Athabasca University (the Board) has ultimate authority over all University policy. The Board retains the authority to establish and revise Board policies. The Board delegates its authority to establish and revise Academic policies to the General Faculties Council and its authority to establish and revise Administrative policies to the President through the President's Executive Team.

The Policy Framework comprises a standard model of concise high level policies and related detailed procedures.



4.1 Principles for policy

Policy should be relevant, clear in intent and meaning, and developed in consultation with the University community and key stakeholders.

All policies will follow a standard format to ensure consistency across all policies (Board, Academic, and Administrative) as outlined in Appendix A. Policies will be assigned to one of the following categories:

A) **Board Policy**

Board policy relates to governance, ethics and accountability, financial management, tuition fees, delegated authorities, legislation, enterprise risk management, and strategic direction.

B) **Academic Policy**

Academic policy relates to the academic business of the University in accordance with the powers delegated by the *Post-Secondary Learning Act* and covers matters regarding academic programs, admissions and student records, course registration, examinations, library services, student conduct, student services, and research.

C) **Administrative Policy**

Administrative policy relates to business operations not covered by Board or General Faculties Council; communication and marketing, facilities, fundraising, health and safety, human resources, information technology, privacy, records management and security.

Policies must not overlap or contradict other policies, must be sufficiently researched, and compliant with relevant legislation.

Policy is to be reviewed every five years.

4.2 Principles for procedures

Procedures outline the operational steps necessary to implement, or achieve the requirements set out in a policy.

Procedures will:

- provide clear instructions on the implementation
- assign responsibilities
- enable monitoring of implementation

Procedures may also address processes and actions aligned with legislation and collective agreements. These procedures will outline the operational steps required to implement the requirements of legislation or collective agreement.

All procedures will follow a standard format to ensure consistency as outlined in Appendix B. Procedures are to be reviewed regularly to ensure currency and relevancy.

Procedures may be further supported by guidelines and other internal documents. Guidelines and other internal documents provide a more specific level of operational details where consistency in implementation of procedures is required to achieve quality outcomes.

4.3 Policy and procedure management

The University will maintain a central repository of policies and procedures, available to the public and considered to be the authority source for the University’s policies and procedures.

4.4 Approval authorities

The following authorities to approve new policy and amendments to policy are delegated under this policy:

Policy Category	Authority to Approve
Board	Board of Governors of Athabasca University
Academic	General Faculties Council
Administrative	Executive Team

The approval processes for the above approval authorities are as follows:



*Recommendation or approval is in accordance with the delegated authority as contained within the relevant Committee Terms of Reference and Membership.

5. **Applicable Legislation and Regulations**

6. **Related Procedures/Documents**

[Policy Framework – Procedures](#)

[Appendix A – Policy Template](#)

[Appendix B – Procedure Template](#)

History

<i>Date</i>	<i>Action</i>
May 25, 2018	Board of Governors – Motion 232-05 (approved)