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## Policy Development and Maintenance at Athabasca University Policy

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<b>Policy Sponsor:</b>	Office of the University Secretariat
<b>Policy Contact:</b>	Policy Coordinator
<b>Policy Number:</b>	001
<b>Effective Date:</b>	June 26, 2009
<b>Approval Group:</b>	Athabasca University Governing Council
<b>Approval Date:</b>	June 26, 2009, Motion #166-6
<b>Review Date:</b>	This policy will be reviewed annually.
<b>Procedure</b>	<a href="#">Procedure Development and Maintenance at Athabasca University Policy</a>

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### **Purpose**

To provide a consistent, effective, established process for the development and maintenance of Athabasca University (AU) policies.

### **Definitions**

<b>Consultation Group</b>	The group of individuals designated to consider, investigate, provide input in, take action on or report on the development of the policy prior to the approval process.
<b>Development Plan</b>	A plan that includes defining the scope and range of the policy, affirming stakeholders and defining their role in development of the policy, developing a vetting and approval protocol, determining timelines and proposing how the policy would be operationalized.
<b>Policy</b>	A published statement that reflects AU's strategic direction, governing principles and institutional goals. Policies are statements of expectation, outcome or conduct 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.

**Policy Coordinator**

The designated agent of the Office of the University Secretariat, who provides planning, co-ordination and facilitation support for the policy sponsor and stakeholders in the development and maintenance of policies. The policy coordinator assists the policy sponsor and stakeholders in creating a development plan and workflow and then monitors and facilitates the execution of that plan.

**Policy Sponsor**

The executive officer or director of the department, centre or office who is responsible for the implementation of the policy and is accountable for the content of the policy. If the executive officer or director delegates the implementation of the policy to another person, a written delegation will be kept on file in the working policy file within the Office of the University Secretariat.

**Procedure**

The established operational steps to be followed routinely in order to ensure that the outcome and values expressed in the policy are achieved.

**Stakeholders**

Individuals or groups for whom the policy have an operational impact.

**Workflow**

Approval process attached to all policies once a development plan has been developed. Workflow is attached to prevent any future changes without all stakeholders and the approving bodies of each document being aware of and agreeing to the changes.

**Policy Statements**

1. Policies exist to provide clear concise statements of AU standards, expected behaviours and established practices and to promote operational efficiencies. Policies are also intended to protect AU, faculty, staff and students.
2. Compliance with AU policy extends to all members of the AU community and those stakeholders are responsible for familiarizing themselves with policies relevant to them. Policies do not apply to third parties unless it is explicitly written into any contracts with them.
3. Policies must not overlap or contradict other policies and must be sufficiently researched and compliant with the relevant legislation.
4. The process for developing new and for revising existing policies will follow a development plan and will contain workflow documentation necessary to allow for appropriate due diligence and compliance with relevant requirements including approvals and implementation. The policy sponsor and policy coordinator will work cooperatively



throughout this process to prepare the development plan and workflow documentation and to determine what consultation group will be involved.

5. Policies are permanent records of AU.
6. Policies and their associated procedures are public documents and, therefore, must be made available to the public via the World Wide Web.
7. The Board of Governors of Athabasca University (The Board), The General Faculties Council (GFC) and Executive Group approve policy pursuant to the powers imparted by the Post-Secondary Learning Act, S.A. 2003, c. P-19.5. Executive Group determines the appropriate approving body/bodies.
8. Policies must be reviewed regularly to ensure currency and relevancy. As part of this process, an annual status report indicating revisions to existing policies and new policy development for the coming year will be prepared by the policy sponsor, with the assistance of the policy coordinator. This annual report will be presented to Executive Group, The Board and GFC by the Office of the University Secretariat.
9. To ensure process and practice compliance with a policy, procedures will be instituted under the direction of the policy sponsor. When procedures are revised, the appropriate approving body and the policy coordinator must be advised.
10. Policy sponsors are responsible for communicating applicable policies and procedures with the AU community, providing training, ensuring compliance, and taking appropriate action for noncompliance.

### **Applicable Legislation and Regulations**

[Post-Secondary Learning Act, S.A. 2003, c. P-19.5](#)

### **Related References, Policies, Procedures and Forms**

[Procedure Development and Maintenance at Athabasca University Policy](#)

[Policy Development Process](#)

[Procedure Development Process](#)

[Policy Revision Process](#)

### **History**

July 2006 (Reformatted)

Athabasca University Governing Council, June 13, 2003, Motion # 142-13 (Revised)

President, April 2003 (Revised)

Executive Group, March 2000

January 2000 (Revised)

January 1, 1999 (Effective)

Athabasca University Academic Council, October 28, 1998, Meeting # 146

Athabasca University Governing Council, December 16, 1998, Meeting # 125