Procedure Development and Maintenance at Athabasca University Policy

Policy Sponsor: Office of the University Secretariat

Policy Contact: Policy Coordinator

Policy Number: 002

Effective Date: June 26, 2009

Approval Group: Athabasca University Governing Council

Approval Date: June 26, 2009, Motion #166-7

Review Date: This policy will be reviewed annually.

Purpose

To provide a consistent and coordinated process for the development of procedures and documents associated with those procedures at Athabasca University (AU) and to illustrate the importance of procedural development to facilitate policy compliance.

Definitions

Appendices   Approved documentation provided to complete procedure documentation.

Forms   Approved documentation to assist in following outlined procedure.

Guidelines   Communicate suggested approaches, best practices and/or additional information related to procedures.

Policy   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 Coordinator   The designated agent of the Office of the University Secretariat, who provides planning, co-ordination and facilitation support for the

Procedure Sponsor and stakeholders in the development and maintenance of policies and procedures.

Policy Sponsor   The executive officer or director of the department, centre or office who is responsible for the implementation of policies and procedures and is accountable for ensuring staff compliance with established policies and procedures. If the executive officer or director delegates the implementation of the policies and procedures 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 policies and procedures have an operational impact.

Policy Statements

1. In order to ensure policy compliance, appropriate procedures, forms, appendices and guidelines must be developed, published and regularly maintained.

2. Procedures are put into place under the direction of the policy sponsor or delegate to ensure that institutional processes and practices comply with policy. Procedures can be changed at the discretion of the policy sponsor to ensure that implementation of a policy is consistent with, and takes appropriate advantage of, changes in the environment, improvements in technology, and other factors that contribute to effective management. When procedures are revised, the appropriate approving body and the policy coordinator must be advised.

3. Compliance with AU procedures extends to all members of the AU community and those stakeholders are responsible for familiarizing themselves with procedures relevant to them.

4. Procedures may affect Stakeholders University wide, within a few departments or centres or be internal to a specific department or centre.

5. Procedures are public documents, and, therefore, must be made readily available to the public. The location of posting of the procedures will be determined by which stakeholders require access to them.

6. Procedures must be reviewed periodically to ensure currency and relevancy. As part of this process, a report containing any plans for new or revised published procedures will be prepared by the policy sponsor, with the assistance of the policy coordinator. This report will be presented to Executive Group, The Board and GFC by the Office of the University Secretariat.

7. Procedure sponsors are responsible for communicating applicable procedures to the AU community, providing training, ensuring compliance and taking appropriate action for noncompliance.

Applicable Legislation and Regulations

N/A

Related References, Policies, Procedures and Forms

Policy Development and Maintenance at Athabasca University Policy
Procedure Development Process Procedures
Policy Development Process Procedures
Policy Revision Process Procedure

History

N/A