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Authority: Board of Regents

Board Policy: Development, Approval and Administration of Board Policies

Purpose

To define a coordinated and consistent process for identification, development, approval, dissemination and administration of all Board of Regents policies.

Scope

All Board of Regents policies.

Definitions

Board – The Board of Regents

Governance Committee – The Governance Committee of the Board of Regents

Sponsor – A senior administrator, typically the Executive Director of the Board, with overall responsibility for an assigned policy, including: researching and drafting the policy; carrying out appropriate consultation/assessment; evaluating implications of the policy including risks and costs, and seeking legal advice, where appropriate; developing and carrying out the communications plan and the implementation plan; writing any related procedures; monitoring compliance and recommending updates through scheduled review of the policy. The sponsor may designate a delegate, typically the Manager of University Policy Framework, to manage the requisite responsibilities.

University – Memorial University of Newfoundland and Labrador

Policy

Board policies exist to ensure that the Board of Regents governs itself, as well as oversees the management, administration and control of the property, revenue, business, and affairs of Memorial University vested in the Board while upholding Memorial's Vision, Mission, and Values.

A Board of Regents Policy:

- provides guidance to Board members in key elements pertaining to their roles and responsibilities as Board members;

- reflects and upholds the University's governing principles;
- identifies and prescribes compliance with applicable laws, regulations, and other policies relevant to the optimal operation of the Board;
- reduces institutional risk;
- is current and compliant with applicable laws while being consistent with other University policies and procedures.

Board of Regents Procedures and Related Documents:

- specify the procedures to be followed to operationalize Board policies;
- facilitate the functional implementation of Board policies;
- provide clarity and context when utilizing Board policies;
- typically accompany the development of a new policy or policy revision brought forward to the Office of the Board by the policy sponsor for review and subsequent forwarding to the Governance Committee;
- reference existing procedures and related documents of Board-approved policies when appropriate.

Process for the development, approval and administration of Board Policy and Procedures:

1. Approval of Concept

Any member of the University community may propose a new Board policy, or revision of an existing policy. Such a proposal must contain a well-crafted rationale and recommendation; have the support of a sponsor for the policy, outline a timeline for development and approval; and be submitted by the sponsor. Once submitted, the proposal will be reviewed by the Governance Committee. Following an assessment, the committee will determine whether policy needs further development, proceeds to the Board or is dismissed; it may provide advice on how to proceed.

2. Drafting and Consultation

The sponsor, with the assistance of the Office of the Board, has the responsibility for researching and drafting, using a common format, the policy or policy changes; drafting relevant procedures, if any (for new policies); and developing a communications plan and an implementation plan. The consultation process for Board policies will typically be restricted to the Board and its committees but can be extended to include other areas of expertise if defined and accepted during the approval of concept stage.

3. Recommendation for Approval

Following the consultation process, the sponsor will forward the recommended draft policy/policy revision (and relevant procedures, in the case of new policies) to the Office of the Board for review and for subsequent forwarding to the Governance Committee. Where appropriate, the Senate may be asked to provide input during the

policy assessment.

4. Implementation

Once approved by the Board, implementation of the new policy/revised policy will proceed with the inclusion of: communicating the approval to all relevant units and employees, arranging and delivering appropriate training, monitoring compliance, etc.

5. Review of Policies and Procedures

The Chair of the Board in consultation with the Chair of the Governance Committee and the Executive Director of the Board, will conduct a review of Board policies and procedures every four years to identify anachronisms, gaps and potential overlaps and to monitor the effectiveness of the ongoing administration of the policies. The Office of the Board, which may be delegated to assist in the review process, will advise Board members of upcoming reviews. The results of the review are reported to the Governance Committee to determine requisite action. A review of procedures may also be instigated by the Office of the Board when technological, operational or organizational changes occur in order to keep procedures current in response to any of the aforementioned changes.

6. Maintenance of the Policy Portfolio

The Office of the Board of Regents has responsibility for the curatorial aspects of all Board policies and procedures, i.e., keeping an up-to-date policy database of the approved policies and ensuring that they are readily available on the University's web site. This on-line version of policies and procedures will be the official version and there will be only one on-line version.

Incidental Amendments

To ensure that policy is clear, consistent, accurate, and responsive to changing circumstances, upon recommendation from the Executive Director of the Board, the Chair of the Board and Chair of the Governance Committee have authority to make incidental amendments to policy documents. Such amendments must not alter the meaning of the policy and such authority may only be utilized when the matter is urgent and important.

Related Documents

- Understanding the Policy Process *(To be developed in conjunction with the upcoming review of the Development, Approval, and Administration of University Policies)*
- Policy Proposal Template *(To be developed)*

Procedures

- No Procedures for this policy