



**Carleton**  
UNIVERSITY

Canada's Capital University

<b>Policy Name:</b>	Administration (Development and Revision) of University Policies
<b>Originating/Responsible Department:</b>	University Secretariat
<b>Approval Authority:</b>	Senior Management Committee
<b>Date of Original Policy:</b>	October 2002
<b>Last Updated:</b>	November 2018
<b>Mandatory Revision Date:</b>	November 2023
<b>Contact:</b>	University Secretary

**Policy:**

All administrative policies of general application will be prepared in a uniform format and will be reviewed (and, if necessary, revised and restated) at least every five years.

All Carleton University policies that have University-wide application will be posted on the Carleton University – University Secretariat web site under a link to be called “University Policies”.

All such policies shall be presented on the web site in a uniform format.

**Purpose:**

The purposes of this Policy are:

- To provide for a consistent process of review, revision and restatement of University policies so as to aid internal decision-making processes.
- To enhance the accessibility of policies within and outside Carleton University and thereby to improve internal decision-making processes and enhance reputation of the University.

Defining the procedures for presenting Carleton University policies on a web site will result in:

- The creation of policy documents which are consistent and easy to understand.
- Enhanced accountability of policy makers with respect to policy creation, maintenance and revision.
- Increased utilization and familiarity with policies and procedures.

**Scope:**

This Policy applies to all administrative policies of general application at Carleton University.

**Procedures:**

Subject to exceptions as set out below, the following procedures shall apply to all policies covered by this Policy:

**A. Format**

All policies will have a standard format, containing the following headings. Additional headings may be added as required. On request, the University Secretariat will provide a template for Originating Departments to use in formatting their policies.

- Title Bar (Title of Policy, Originating/Responsible Department, Approval Authority, Month and Year of Original Policy [if known], Month and Year Last Updated [if known], Month and Year for Mandatory Revision, Contact)
- Statement of Policy
- Purpose
- Scope
- Procedures
- Roles and Responsibilities
- Contacts (position titles only)
- Links to related policies (no hyperlinks)

**B. Creation of Policies**

- The Originating/Responsible Department is responsible for the drafting of a policy in the first instance. The Originating Department will forward to the University Secretary the proposed policy in the prescribed format.
- The University Secretary and General Counsel will review and provide comment on the proposed policy to the Originating Department, and will advise as to whether the proposed policy should be included on the web site.
- Prior to submitting the proposed policy to the Senior Management Committee, the Originating Department will solicit input on the content of the proposed policy from all Departments reasonably considered by the Originating Department to be directly involved in the administration of the proposed policy.
- All new policies require the approval of the Senior Management Committee. The Originating Department will present the proposed policy to Senior Management Committee for approval.

- Senior Management Committee is responsible for ensuring that any policy requiring approval from other bodies has received such approval.
- Once the policy is approved by Senior Management Committee, the Originating Department will forward to the University Secretary a final version of the policy in electronic form for inclusion on the web site.

### **C. Revision of Policies**

- The Originating Department is responsible for revisions to a policy.
- A report on the review and revision of policies, including a draft of any revised policy, will be submitted by the Originating Department to the University Secretary and General Counsel for review, comment, and advice as to whether the revision ought to be presented to the Senior Management Committee for approval.
- University Secretariat Administrator will notify originating department six (6) months prior to the mandatory revision date of policies. Policies must be submitted two (2) weeks prior to the revision date for review by the University Secretary.
- If a policy requires major revisions the University Secretary and General Counsel must be consulted at least two months prior to the policy revision date.
- Prior to submitting the proposed revised policy to the Senior Management Committee, the Originating Department will solicit input on the content of the proposed revised policy from all Departments reasonably considered by the Originating Department to be directly involved in the administration of the policy to be revised.
- Policies intended to be revised in substantive ways shall be submitted to Senior Management Committee for approval. Once approved, the Originating Department will forward the revised policy to the University Secretary for inclusion on the web site.

### **D. Mandatory Review**

- All policies must be reviewed at least by the Originating Department every five years.
- The University Secretary is responsible for ensuring that the mandatory review is carried out.
- Revisions resulting from this review will proceed in accordance with the provision in C. above.

### **E. Communication of Policies**

- Upon posting to the Website, the University Secretariat will inform the Department of University Communications of the existence of a new or revised policy.
- The Department of University Communications will inform the University community of the new or revised policy.
- Once every six months the Department of University Communications will publish a summary of existing policies.

## **F. Exceptions**

Where appropriate due to circumstances such as mandatory requirements, complexity or length policies, such as the Human Rights Policies and Procedure, the Human Resources Policy Manual and University policies on the *Freedom of Information and Protection of Privacy Act*, may be exempt from the standard format requirements of this policy.

- a. The University Secretary, in consultation with the Originating Department and General Counsel, will determine whether to exempt a policy.
- b. The Originating Department will be responsible for the maintenance of the exempt policy, except that the policy will be subject to a mandatory five-year review to be completed in accordance with the terms of this Policy.

### **Contacts:**

University Secretary  
University Secretariat Administrator  
General Counsel

### **Links to related Policies:**

N/A