THE UNIVERSITY OF BRITISH COLUMBIA

1 October 2009

ENROLMENT SERVICES
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To: Senate

From: Senate Academic Policy & Agenda Committees

Re: Format, Development, & Administration of Senate Policies

For the past year the attached proposal has been under development; it aims to set out the format and clarifies the administration of academic policies at UBC Vancouver. At present, there is no consistent format, a few dozen "official" policies, and several thousand resolutions of Senate that settle matters of policy but are only recorded in the 16 000 current pages of Senate minutes. As such, to determine the academic policies of UBC is often a complicated research exercise. We do not believe the current system is sustainable given the scale of the University and thus are proposing a change.

The primary goals of this proposal are to:

1) Provide a uniform presentation of the official decisions of Senate;
2) Allow for better record keeping and ease of reference to decisions of Senate;
3) Clarify the position of Senate on matters of academic policy; and
4) Allow for a structured and systematic review and updating of policies affecting academic governance at UBC Vancouver.

The attached document prepared is targeted towards UBC Vancouver. A parallel submission is being prepared for UBC Okanagan. It is our hope that a uniform policy can be adopted for all of UBC.

The policy itself is written in the proposed new structure. The format selected is a composite based on existing UBC academic policies, the UBC Board of Governors' policy template, and the templates of other universities - especially helpful were Queensland and Yale; although the policies of all G13 universities in Canada were reviewed, many institutions did not have consistent templates.

The sections of the policy can best be divided into three areas: administrative concerns (effective and review dates, responsibilities, statutory authority, etc), the substance of the policy (including scope, exceptions, and procedures), and

additional data such as consultations and policy history (primarily for use during policy creation and review).

We are aware that producing policies in this new format will be more time-consuming until such time as relevant members of the campus community become accustomed to the change, but Enrolment Services is prepared to devote the necessary resources to assist in a transition as the benefits for the future are evident in terms of reference and review. Once the campus community has become more familiar with the new format, we believe that the time spent will be realized many times over.

As mentioned in the document, our intent is not to re-write all UBC policies in the new format immediately, but rather to transition them to the new format when they need to be revised or reviewed (and to convert frequently-used policies on a time-available basis). That conversion process will also give UBC the first opportunity to systematically review all our academic policies (some are still in force from the 1940s and have never been revised).

The Senate Academic Policy and Agenda Committees request that Senate resolve as follows:

> *"That Senate approve Policy V-1: Format, Development & Administration of Senate Policies".*

THE UNIVERSITY OF BRITISH COLUMBIA

SENATE POLICY: V-1

SECRETARY TO SENATE
Enrolment Services
2016 - 1874 East Mall
Vancouver, B.C. Canada V6T 1Z1

Number & Title

V-1: *Format, Development & Administration of Senate Policies*

Effective/Implementation Date(s):

Proposed for implementation 1 January 2010

Approval Date:

Proposed for consideration by *Senate* in October 2009

Review Date:

This policy shall be reviewed two (2) years after approval and thereafter as deemed necessary by the *responsible committee.*

Responsible Committee(s):

Agenda

Authority:

University Act, S. 37(1)

"The academic governance of the university is vested in the senate and it has the following powers:

(a) to regulate the conduct of its meetings and proceedings.."

Purpose and Goals:

This policy is designed to:

1) Provide a uniform presentation of the official decisions of *Senate;*
2) Allow for better record keeping and ease of reference to decisions of *Senate*;
3) Clarify the position of *Senate* on matters of academic policy; and

4) Allow for a structured and systematic review and updating of policies affecting academic governance at *UBC Vancouver*.

Applicability:

This policy is applicable for all policy proposals for consideration by the *Senate* for *UBC Vancouver* except as otherwise noted in this policy.

Exclusions:

1) This policy does not apply to:

   a. matters under the jurisdiction of the Council of Senates;
   b. proposals for specific new or existing programs or courses of study, including their admission requirements, or any or revisions thereto;
   c. proposals for specific new or existing courses;
   d. policies or rules reported by a faculty under Sections 40 or 41 of the University Act that only affect the affairs of that faculty;
   e. non-policy matters requiring the consideration of Senate; or
   f. matters specified under or as set out in the Rules and Procedures of Senate.

2) The structure and formatting requirements of this policy – although encouraged to be used if and insomuch as is possible – shall not apply for joint policies with the *Board of Governors* or the *Okanagan Senate*.

Definitions:

For the purposes of this policy and in all other policies in which they are not otherwise defined:

- *Responsible Committee* shall mean the standing committee(s) of *Senate* charged with the oversight and review of a *Senate* policy

Policy:

1) Unless otherwise provided by *Senate* in this policy, all *Senate* policies shall be numbered, codified, and uniformly formatted in the manner specified by this policy.

2) Decisions and resolutions of *Senate* made before the implementation of this policy remain in force, but upon their revision or review shall be reformatted and restructured to comply with this policy except as provided for in Section 3.

3) *Senate* may make exceptions to the use of this format in the case of minor or urgent revisions to existing policies where it is not practicable to reformat an entire policy before a change is needed.

4) Policies may only be proposed to *Senate* by either a standing or an ad-hoc committee of *Senate* except for those proposed by individual senators, the President, or the Academic Vice-President as provided for in the *Rules and Procedures of Senate*. In the case of a policy proposed by an individual senator, the President, or the Academic Vice-President, *Senate* reserves the right to refer the proposal to a committee for review.

5) Draft policies shall clearly be marked as such, and shall include a version number. In the place of "Effective Date" and "Approval Date", the expected or proposed dates of consideration and effectiveness should be listed and noted as such.

6) The format and order of sections in *Senate* policies shall be as follows

   a. Title & Number
   b. Effective/Implementation Date
   c. Approval Date
   d. Review Date
   e. Responsible Committee(s)
   f. Authority
   g. Purpose and Goals
   h. Applicability
   i. Exclusions
   j. Definitions
   k. Policy
   l. Calendar Statement(s)
   m. Consultations
   n. History
   o. Related Policies
   p. Appendix/Appendices
   q. Procedures

7) Information to be covered under each section shall be as set out below:

   a. Title
      i. Each policy shall have a distinct, short, and descriptive title.
      ii. Every effort should be made to ensure that *Senate* policies do not have the same titles as *Board of Governors* policies.
      iii. For ease of reference, the *Secretary to Senate* shall assign numbers to *Senate* policies.

iv. Policy numbers for policies only affecting *UBC Vancouver* shall be preceded by "V-", for those joint with the *Board of Governors*, "B-", and for those joint with the Okanagan *Senate* or the *Council* "J-".

b. Effective Date
   i. This is the date that the policy shall come into effect. If for some reason a date is not listed on a policy, it is to be assumed the policy comes into effect the day it is approved.
   ii. In such cases where the approval or consent of the *Board of Governors* is required for all or part of a policy, the effective date specified shall be the day *Board of Governors* approval or consent was granted.
   iii. The effective date shall only be retroactive if explicit reference is made to this and the retroactive approval date is included in the resolution of *Senate* approving the policy or any revisions thereto.
   iv. If there is an expiry date for a policy, it shall be noted under the same heading as the Effective Date.
   v. Prior to approval, a proposed implementation date is to be listed on the draft policy.

c. Approval Date
   i. This is the date *Senate* approval was most recently granted to the policy or any revisions thereto.
   ii. Prior to approval, an expected consideration date is to be listed on the draft policy

d. Review Date
   i. All policies shall be reviewed within five (5) years of implementation and shall be reviewed thereafter as needed; some policies may be reviewed on a recurring basis or sooner than within (5) years if deemed necessary by *Senate*.
   ii. Policy reviews shall be overseen by the *Responsible Committee* unless *Senate* otherwise provides.

e. Responsible Committee(s)
   i. Every policy shall be the responsibility of one or more standing committee(s) of *Senate*.
   ii. The *responsible committee*(s) shall consider revisions of the policy, review procedures under the policy, and generally be responsible for making recommendations to *Senate* regarding the policy.
   iii. Although an ad-hoc committee, the President, the Academic-Vice President, or an individual senator may propose a policy to *Senate*, the proposed policy must

specify one or more standing committee(s) of *Senate* that shall have responsibility for the policy once approved.

f. Authority
   i. Under what authority – statutory or otherwise – is this policy being implemented? Generally, this will be a specific section or sections of the *University Act*.
   ii. If there is no statutory authority for a proposed *Senate* policy, the matter may only be considered as non-binding advice or a resolution of the sense of the *Senate* on a subject.
   iii. Generally, this section shall be completed by the *Secretary to Senate* as part of the policy development process.

g. Purpose and Goals
   i. Why this policy is being proposed and what are its goals if implemented.

h. Applicability
   i. Policies shall state the circumstances under which they are applicable in general terms.

i. Exclusions
   i. Any exceptions to the policy, either in terms of applicability, or for specific sections of the policy, shall be listed here.

j. Definitions
   i. Any terms that are defined for the purposes of the policy shall be listed here. If a term is already defined for another policy, every effort should be made to ensure that the same definitions are used if appropriate.
   ii. Terms defined by the *University Act* shall have those meanings unless otherwise defined for a particular policy.
   iii. The *Secretary to Senate* shall maintain a glossary of all defined terms and a list of policies using those terms.

k. Policy
   i. The text of the policy itself shall be listed here.
   ii. If there are a set of procedures established under a policy, how those procedures are set and may be adjusted must be set under the policy itself.

l. Calendar Statement(s)
   i. If any or all of the policy is applicable to *students*, it shall be set out as part of a calendar statement. This is especially

important for any policies that refer to rights, privileges, or responsibilities of *students*.

ii. Calendar statements for policies shall follow the text of the policy itself insomuch as is possible. Additional or adjusted text may be used in the calendar statement for reasons for clarity or structure (E.g., definitions may be provided in text, or sections may be re-ordered to be consistent with the format of that section of the calendar).

iii. Calendar statements amending or deleting existing text in the calendar shall be presented in the format used for curriculum proposals for ease of comparison.

iv. Although binding upon the *University*, calendar statements should primarily be reflections of the policy set out under "Policy" included in the calendar for convenience and ease of reference.

v. In such cases where a calendar statement does not provide a full understanding of the policy itself, a notice drawing readers' attention to the formal policy and how it may be obtained should be included as part of the calendar statement.

vi. If in doubt as to if material is relevant for *students* or not, it likely should be included.

vii. If a calendar statement is identical to the policy this shall be reflected by stating "Identical to policy" under this section instead of repeating the policy.

m. Consultations

i. List groups consulted during the development of this policy.

ii. Consultation lists for previous versions may be listed in an appendix if useful.

iii. Incomplete consultations shall be noted as such in draft policies.

iv. A listing under consultations shall only mean that comment was requested from that person or group, and that they were given a reasonable time to respond.

n. History

i. Generally, just the titles and dates of previous policies are all that are needed. The inclusion of text from past policies is discouraged but a short narrative may be supplied if necessary.

o. Related Policies

i. References to other policies of *Senate*, the *Board of Governors*, or any other body that *Senate* feels are

important for understanding the context or meaning of the policy in question.

ii. If available, hyperlinks should be used to the related policy being cited.

p. Appendix/Appendices

i. Any relevant material that should not be included in the main text but that is still part of the policy shall be included here. References to the appendix or appendices must be set out in main text of the policy if an appendix is to be included. The use of appendices is discouraged except for long lists that would disrupt the readability of a policy.

q. Procedures:

i. Procedures may be established to implement a policy as provided by that policy.

ii. The areas in which procedure is to be established shall be clearly set out in the policy.

iii. New or amended procedures – if not set by the Responsible Committee(s) in the Policy – shall be reported to the Responsible Committee(s) prior to their implementation.

iv. This responsibility for setting and amending procedures to implement a policy shall be assigned in the policy to the Responsible Committee(s), to the *President*, a Vice-President, or to the *Secretary to Senate*.

8) To ensure the uniform presentation of material, the format used in this policy shall be used for all other policies; this includes, but is not limited to, the following requirements:

a. Policies shall be set out in Times New Roman font, size 12;

b. Only the following shall be set out in italics:

i. titles of other *Senate* and *Board of Governors* policies;

ii. terms defined by *Senate;*

iii. terms defined by the policy under Definitions; and

iv. terms defined by the *University Act.*

c. Bold text shall only be used for section titles.

9) Only the material in the policy itself is binding upon the *University*; any other information provided to *Senate* in either written or oral form (e.g., a cover memo, FAQ, or a minute recorded in the minutes of *Senate*) are only provided for motivation, background and reference and are not binding policy unless included in appropriate section of the policy itself.

10) Although policies may be drafted by any member of the *University* community, submissions shall be edited as directed by the *Responsible Committee*(s) prior to submission to *Senate* to ensure they comply with the format and structure requirements of this policy.

11) This policy shall be considered part of the *Rules and Procedures of Senate* and thus may only be amended or suspended under the provisions specified therein. Other policies – unless otherwise provided by *Senate* or the requirements of the *University Act* – may only be approved, amended, or rescinded by resolution of *Senate.*

12) All policies shall be published on the *Senate* website in a timely manner and the *Secretary to Senate* shall devise an index and tagging system for ease of referral based upon topics covered by each policy and their applicability.

13) As a procedure to this policy, the *Secretary to Senate* shall develop and maintain a new policy template.

14) In such cases were a policy cannot be or is not complied with, the matter shall be brought to the attention of the *Responsible Committee*(s) by the *Secretary to Senate*.

Calendar Statement(s):

There are no calendar statements under this policy.

Consultations

The following groups have been consulted during the development of this policy:

Standing Committees of Senate

Academic Policy Committee, Okanagan Senate

President's Office
- President
- Academic Vice-Presidents/Vice-Provosts
- Vice-President, Research
- Vice-President, Students

Committee of Deans

Associate Deans Students (or equivalent)

Secretary to the Board of Governors

Office of the University Counsel

Enrolment Services
- Registrar
- Senate & Curriculum Services
- Records & Registration
- UBC Okanagan
- Undergraduate Admissions

History:

This is the first version of this policy.

Related Policies:

Board of Governor's Policy #1: *Administration of Policies*
http://www.universitycounsel.ubc.ca/policies/policy1.pdf

Student Declaration and Responsibility, Chapter 5: Policies & Regulations, Vancouver Calendar
http://www.students.ubc.ca/calendar/index.cfm?tree=3,285,0,0

Appendix:

There is no appendix to this policy.

Procedures:

Template for Senate Policies
(please note that this document has been modified for readability in print format)

Title & Number:

V-___ : ___

Effective/Implementation Date:

Proposed for implementation ___

Approval Date:

Proposed for consideration by *Senate* in ___

Review Date:

This policy shall be reviewed ___ years after approval and thereafter as deemed necessary by the *responsible committee.*

Responsible Committee(s):

___

Authority:

___

Purpose and Goals:

This policy is designed to:

___

Applicability:

___

Exclusions:

___

Definitions:

For the purposes of this policy and in all other policies in which they are not otherwise defined:

Policy:

1)
   a.
   b.
      i.
      ii.

2)

Calendar Statement(s):

Consultations:

The following groups have been consulted during the development of this policy:

History:

Related Policies:

Appendix/Appendices:

Procedures: