

# POLICY DEVELOPMENT AND APPROVAL



805 TRU Way  
Kamloops, BC V2C 0C8  
tru.ca

<b>APPROVAL DATE</b>	June 14, 2024
<b>AUTHORITY</b>	Board of Governors and Senate
<b>PRIMARY CONTACT</b>	University Secretariat
<b>ADMINISTRATIVE CONTACT</b>	Policy Specialist

## POLICY

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The purpose of this policy is to guide the development, approval, review, and communication of policies at Thompson Rivers University (TRU). The purpose of university policy is to provide structure and consistency to the actions, processes, and standards of TRU and the university community.

Policy development and approval will be consistent with the powers and duties of the Board of Governors, Senate, Planning Council for Open Learning (PCOL), and President as prescribed by the Thompson Rivers University Act and the University Act. Policy approval at TRU is intended to be an inclusive process, upholding the principles of shared governance and ensuring engagement and consultation with the university community.

Policies will be easily available to the university community. Approval Authorities, as well as academic and non-academic units will develop procedures, guidelines, forms, and documents as required to support policy.

## REGULATIONS

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### 1. POLICY APPROVAL AUTHORITIES

Policies are approved by Approval Authorities which are the tri-cameral governance bodies of the Board of Governors, Senate, and PCOL as well as the President of TRU. They cover matters that the Approval Authority has jurisdiction over according to the *TRU Act* and *University Act* or has been delegated to oversee. They include:

- i. Board policies as adopted by the Board of Governors;
- ii. Educational policies as adopted by Senate or as adopted by Senate on the advice or recommendation of PCOL;
- iii. Administrative policies as adopted by the President.

Policies may be jointly adopted.

Board policies are intended to provide guidance and structure to the management, administration, and control of the property, revenue, business and affairs of TRU. For Board policies addressing educational matters described in Section 10 of the *TRU Act* the Board of Governors must seek advice from Senate, and Senate must advise the Board of Governors.

Educational policies are intended to provide guidance and structure to the educational mission of TRU. Senate must seek advice from PCOL on policies addressing matters described in Section 12 (I) of the *TRU Act* and PCOL may amend educational policy statements and regulations limited to what is set out in Section 12 (I) of the *TRU Act*.

Administrative policies are intended to provide for the efficient operation of TRU and may be developed to provide clear direction to employees of TRU.

## **2. CONTENT OF POLICES**

TRU policies contain the following:

### **2.1 POLICY STATEMENT**

Policy statements, titled “Policy”, guide the behaviour and actions of the University community by outlining the goals and/or values as they relate to the policy in question. They provide context, scope, and core concepts.

### **2.2 REGULATIONS**

Policy regulations, titled “Regulations”, define the rules that are to be followed to achieve the policy statement, including implementation and oversight. Specific procedures and guidelines should be excluded.

## **3. POLICY DEVELOPMENT, AMENDMENT, AND APPROVAL PROCESS**

The policy development, amendment, and approval process is overseen by the University Secretariat or designate.

### **3.1 POLICY PROPOSAL**

A Policy Proposal means a proposal new policy, amended policy, or a recommendation to repeal a current policy. It should include information about the issues and context informing a policy and a draft policy or recommendation for repealing of a policy.

Unless otherwise directed by the Approval Authority, the person responsible for preparing a Policy Proposal is assigned by the University Secretariat or designate. The University Secretariat or designate will provide advice on, and assistance in, drafting Policy Proposals.

A recommendation for a Policy Proposal can be made by anyone in the university community to the relevant Primary Contact for existing policies, or the University Secretariat or designate.

### **3.2 ENGAGEMENT AND CONSULTATION**

All policies will be developed after engaging broadly with the university community to seek feedback and input.

This engagement should include those implementing or administering the policy and those impacted by the implementation of the policy normally including students, Indigenous university community members, members of equity deserving groups, and those engaged in collegial governance within TRU.

Policy Proposals should be reviewed by the University Secretariat or designate who may recommend additional review by specific groups, academic or administrative units, or legal counsel. Information on the engagement and consultation process done as part of a Policy Proposal should be provided to the Approval Authority prior to its approval.

Before approval, Policy Proposals will be reviewed by an appropriate body:

- Board policies are reviewed by President's Leadership Group, or another committee chosen by the President;
- Educational policies are reviewed by the Academic Planning and Priorities Committee, or another committee chosen by the Senate;
- Administrative policies are reviewed by President's Leadership Group, or another committee chosen by the President.

These bodies may provide advice and/or a recommendation about the Policy Proposal in question or may recommend additional work be done on the Policy Proposal.

### **3.3 NOTICE OF MOTION**

Prior to the approval of a new policy, a repeal of a policy, or a major amendment of policies (other than changes under section 5), Notice of Motion will be given by the Approval Authority at its regularly-scheduled meeting prior to approval. For Administrative policies this will be 10 working days before approval.

The Approval Authority will be provided with detailed information about the Policy Proposal before Notice of Motion is issued. Notice of Motion is a means by which the Approval Authority is notified that a motion will be brought forward at its next meeting and is not a motion that requires voting.

Notices of Motion, including a link to the Policy Proposal, will be posted by the University Secretariat on the TRU website.

### **3.4 POLICY APPROVAL**

Policy Proposals that have had their Notice of Motion issued will be decided on by Approval Authorities in the manner they choose. If approved it will be forwarded to the other Approval Authorities for information and notice will be provided to the people responsible for writing the Policy Proposal and the Primary Contact.

## **4. POLICY REVIEW**

All policies will include a 'Last Reviewed' date and 'Last Amendment Date' which will be updated by the University Secretariat after the policy has been reviewed and/or amended. All policies should be reviewed periodically, typically 5 years from its approval or last review to determine whether they need to be amended or repealed.

Approval Authorities may, at any time, initiate a review of any of their policies.

## **5. AMENDING POLICIES**

Policies can and should be amended as required to meet the changing needs of TRU.

### **5.1 MINOR AMENDMENTS**

Amendments to the text of policy statements and regulations, that do not change the meaning or intent of the policy including but not limited to updating terms, titles, formatting, or to fix spelling and grammatical errors, may be done with the approval of the Primary Contact and sent for information to the Approval Authority.

Amendments to regulations that an Approval Authority deems minor may be approved by that Authority without requiring a Policy Proposal or Notice of Motion.

### **5.2 OTHER AMENDMENTS**

The President may amend regulations based on consultation with appropriate members of the University community, provided the amended regulations conform to the approved policy statement. These changes are subject to amendment by the Approval Authority at a subsequent meeting of the Approval Authority.

Other amendments may be done through a Policy Proposal.

## **6. RESPONSIBILITIES**

It is the responsibility of the University Secretariat to maintain the policy manual of approved policies on TRU's website and to inform the TRU community of any new or amended policies.

All modified or repealed policies will be archived with the University Secretariat.

Executive and Administrative employees are responsible for the dissemination of policy information and making the information accessible to faculty and staff in their units. They are also responsible for ensuring that the policies are appropriately communicated and applied in their units.

It is the responsibility of all employees to familiarize themselves with the contents of the policy manual and conduct themselves accordingly.

## **7. EXCEPTIONS**

Under exceptional circumstances, the President may approve new policies and regulations or amendments to existing policies and regulations on an interim basis until such time that the policy may proceed through the regular policy approval process.