

Policy Framework

Office of Administration:	Office of the General Counsel and University Secretary
Approval Authority:	President and the Executive Team
Approval Date:	April 3, 2012
Next Review:	April 2017
Review History:	

1. Purpose

1.1 This policy framework is intended to guide policy development and review at Laurentian University:

- 1.1.1 To ensure common understandings about the policy responsibilities of the Board of Governors, Senate and Senior Administration, and to ensure that such policies are reflected at the operational level;
- 1.1.2 To ensure that employees can identify and easily follow the appropriate processes that guide their day-to-day work;
- 1.1.3 To institute a mechanism for ensuring continuous improvement in service delivery represented by our policies so that operations are efficient, effective and convenient for service users;
- 1.1.4 To strive to ensure satisfaction with the quality of services offered at Laurentian University because our policies represent best practices, are effective and service-oriented.

2. Scope

2.1 The policy framework applies to all departments, units, employees, and students. Note, effective July 1, 2012, all new and revised policies will use the following format:

- 1. Purpose
- 2. Scope
- 3. Definitions/Principles
- 4. Policy Statement

- 2.2 Effective April 3, 2012, all revised or new policies shall contain an introductory table that includes the following information: Office of Administration; Approval Authority (Board, Senate or Executive Team); Approval Date; Next Review; Review History.

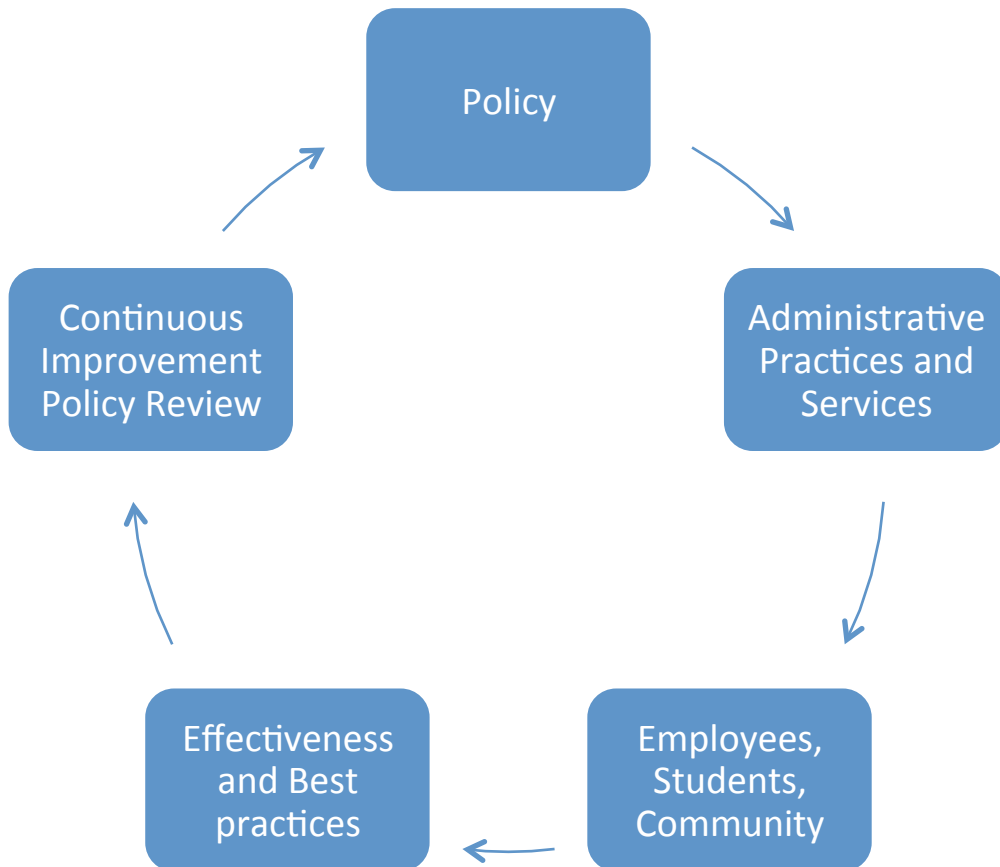
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3. Principles

- 3.1 Policies are intended to ensure smooth operations, conform to legal and statutory requirements, support the occupational health and safety of all employees, and ensure uniform practices and equity throughout Laurentian University;
- 3.2 Criteria for effective policies include: concision and clarity, user friendly, transparent, client focused, consistent with statutory and accreditation standards, effectively communicated;
- 3.3 Policies are to be developed after a review of external practices within the university sector and in consultation with faculty and staff who may be affected by the policy, to ensure best practices;
- 3.4 Within the academic sector at Laurentian, academic and administrative processes are guided by the tradition of *collegiality*. Collegiality involves constructive cooperation and engagement in academic and administrative decisions within units and in relation to institutional life of the university as a whole;
- 3.5 Continuous improvement means that policies will be reviewed systematically by the approval authority on a regular cycle, *at least* every five years and monitored annually, unless legislatively required to review certain policies on a different timeline;
- 3.6 The office responsible for administering a policy is accountable for ensuring ongoing compliance in its implementation, initiating the policy's cyclical review, and for ongoing monitoring of efficacy and service quality;
- 3.7 Operations at the departmental and unit levels will be aligned effectively with all central and local policies while respecting the authority of managers and senior administrators;

4. Policy Statement

- 4.1 Like many universities, Laurentian University operates within a bi-cameral framework mandated by provincial legislation entitled, *An Act to incorporate Laurentian University of Sudbury* (Statutes of Ontario 1960, Chapter 151, amended 1961-62, chapter 154). Under this act, Laurentian University’s Senate and Board of Governors are each vested with specific powers. As chief executive officer, the President has responsibility for academic and administrative functions of the university.
- 4.2 Laurentian University is committed to comprehensive and continuous improvement in our planning and implementation of policies that support our administrative practices and services.



4.3 The following represents the authority of Senate, the Board, and the President, in accordance with *An Act to incorporate Laurentian University of Sudbury* (Statutes of Ontario 1960, Chapter 151, amended 1961-62, chapter 154)

	Senate *With financial approval by the Board	Board of Governors	President
Scope of Powers	Educational policy Creation of Councils and Senate Committees* Academic regulations Scholarships Conferring of Degrees Examinations Establishing faculties*, academic units*, institutes* Curriculum Student appeals Challenge exams Teaching and learning Academic planning Academic regulations Student conduct	Financial management Statutory obligations Appointment of senior administrators Salaries and benefits Financial approval related to establishing academic units, faculties, institutes	Chief executive Chair of Senate Supervision and direction of academic work General administration of the university
Responsible	President	Chair of the Board	President
Policy Repository	Secretary of Senate (defined as the Registrar in the Act)	General Counsel and University Secretary	
Procedure Repository	Secretary of Senate (defined as the Registrar in the Act)	General Counsel and University Secretary	Designated Senior Administrator
Policy Decision-making Process	Academic unit Faculty Council Graduate studies CELP/CPF ACAPLAN Senate	Administrative head or Dean Executive Team lead Executive Team BoG Subcommittee BoG	Administrative head or Dean Executive Team lead Executive Team President BoG if within purview Senate if within purview