



Saskatchewan Polytechnic Policy Renewal and Consultations Guidelines¹

May 15, 2017

This document is designed to inform senior managers who are responsible for policies (i.e., the policy sponsor) of the consultative process for policy renewal. Please note it is the senior manager’s responsibility to ensure policies under their purview are reviewed and renewed in accordance with the timelines set out in Policy Development and Administration policy #506-G.

The following table provides guidance on the due dates for policy review and renewal, along with information on those stakeholders who should be consulted in the process. As per policy #506-G, “*The designated sponsor will identify and consult with stakeholders during the development of a policy and/or after completion of an initial draft.Reasonable time will be provided for input (approximately two to four weeks)*”. These consultations should occur whether change takes place, or not, to ensure that all potential stakeholders are aware and can provide feedback. If appropriate, the responsible department can broaden the consultation process or utilize an advisory committee made up of representatives from each of the indicated consultation groups. Policies that do not require broad consultation (e.g. personnel, department-specific) do not have any recommended consultations.


In the attached matrix, “Required Consultations” means that members of these groups should be sent a copy of the policy at the initial stage of renewal (either before its revision or after) for feedback – it does not have to go to the formal bodies, but rather will go to individuals for suggestions. **In the instance where senior managers and their reports are both identified for consultation, it is expected the senior manager will coordinate responses for their reports.** For example “DC (and PHs)” – Deans’ Council members will receive the policy and solicit and collate feedback from their program heads. A communication would go to the deans from the initiator of the policy, requesting they circulate the policy to their constituents and summarize the feedback from their division that they support and feel should be examined. The sponsor of the policy will take such feedback into consideration in the development of the final draft for presentation to the appropriate endorsing council(s). **All new or revised policies must be vetted through and endorsed by the Policy Review Committee prior to submission to the Senior Management Council, either for final approval from the President and CEO or final endorsement prior to Board-approval.**

Policies that are no longer applicable (outdated and/or being replaced by another policy) need to be deleted through a process that parallels the policy approval process. In other words, the recommendation for deletion should be brought to the same groups that would normally approve the policy, in the same order as the approval process. The recommendation for deletion would be brought to the Policy Review Committee only once – after consultation with the Deans’ Council and/or the Administrative Services’ Council, as applicable. The final step would be approval of the deletion by the President and CEO or the Board, as applicable.

¹ Please note that the policy review process is currently under review. It is anticipated that there will be changes to the process in the near future.

Legend:

 Due current AY year

 Overdue for renewal

 Awaiting Board approval

Adoption of New Policy Template Effective July 1, 2016

Effective July 1, 2016, a new policy template has been adopted. The main difference is that the procedures will not be included with the policy, but will be kept in a separate document.² With one exception, procedures will be reviewed according to the process below while policies should be reviewed according to the guidelines on the previous page.

The exception is that, at policy review time, procedures should be reviewed at the same time the policy is reviewed.

- The procedures should be circulated with the policy, regardless of whether or not the procedures have any changes. Doing this provides context for the policy and ensures that the policy and the related procedures are considered as a whole.
- If there are changes to the procedures during the policy review, the procedures are considered together with the policy in the policy review process on the previous page and follow the policy review process.

If the procedures are up-to-date, then little time will be spent reviewing them during the policy review process.

Guiding Procedures

Plan sponsors are encouraged to include guiding principles as part of the policy, whenever applicable. The guiding principles should set out how Saskatchewan Polytechnic operates as an organization. By setting out clear intentions through the guiding principles, there should be less need for the procedures to cover all possible scenarios.

Procedures Review Process

The main benefit of separating the procedures from the policy is to allow for a streamlined review process for the procedures. This should increase the likelihood that procedures will be updated on a timelier basis.

What is the procedures review process?

When procedures are reviewed at a different time than the policy review process, the typical review process would start with a review done, and any resulting changes made, by a subject matter expert. The amount of review after this would be determined by the policy sponsor and, ultimately, the Vice President. The amount and type of review should be tailored to the specific procedures.

How often should procedures be reviewed?


At a minimum, procedures should be reviewed when the policy is reviewed, at which time they are considered with the policy and follow the policy review process. Other than that stipulation, it is up to the policy sponsor to determine the procedure review schedule, based on the content of the procedures. As examples:


- A policy sponsor may know when a particular change impacts the procedures, and review the procedures only at that time.
- A policy sponsor may want to set up a regular six-month review of the procedures, to ensure that procedures remain current.

² A statement under the header on the first page of the policy indicates whether or not there are related procedures. If there are related procedures, this statement will act as a link to the procedures.

Legend:

 Due current AY year

 Overdue for renewal

 Awaiting Board approval

Note: This process is under review.

| Policy # | Sponsoring Department | Policy Title | Renewal Date ³ | Required Consultations ⁴ | Approval |
|----------|-----------------------|---|---------------------------|---------------------------------------|-----------|
| 101 | Academic & Research | Academic Authorities Grid* ⁵ | January 2021 | DC | President |
| 102 | Academic & Research | Academic Freedom | May 2018 | DLC, HR, SFA, DC | President |
| 103-G | St Services | Admissions | Oct 2015 | DLC, DC | Board |
| 104 | St Services | Changes to Saskatchewan Polytechnic Admission Requirements and Selection Criteria | Nov 2018 | DLC, DC, SAs | President |
| 105 | Provost | Continuing Education Operations | May 2012 | DLC, DC (and PHs & CECs) | President |
| 106 | Academic & Research | External Borrowers | Deleted March 2015 | DLC, DC+ | President |
| 107 | Academic & Research | External Program Review for Degree Programs | Sept 2018 | DLC, DC (and PHs) | President |
| 108 | Academic & Research | Faculty Preparation and Development | January 2020 | DLC, DC+ (and PHs), AVP HR, SFA, SGEU | President |
| 109 | Academic & Research | Intellectual Property | April 2013 | DLC, DC+ (and PHs), SFA, SGEU | President |
| 110 | Academic & Research | Print/AV Materials Acquisition | Deleted January 2016 | DC+ | President |
| 111 | Academic & Research | Professional Affiliate Appointments | April 2017 | DLC, DC | President |
| 112-G | Academic & Research | Program Advisory Committees | Nov 2017 | DLC, DC (and PHs) | Board |
| 113 | Provost | Program Council | Oct 2019 | DLC, DC (and PHs) | President |
| 114 | Academic & Research | Program/Course Completion Credentials | January 2021 | DLC, DC (and PHs) | President |
| 115-G | Academic & Research | Program Review | July 2019 | DLC, DC (and PHs) | Board |
| 116 | Academic & Research | Recognition of Prior Learning: PLAR and Transfer Credit | May 2019 | DLC, DC+ (and PHs) | President |
| 117 | Academic & Research | Use of Copyrighted Materials | May 2019 | DC+ (and PHs) | President |
| 118 | Academic & Research | Dual Credit | March 2021 | DC | President |


³ Renewal period for Board-approved (G) policies is 3 years; other policies is every 5 years.


⁴ See explanation of abbreviations on the last page of this document.

⁵ Academic Authority Grid changes are driven by changes to proposal formats which come from suggestions from various avenues.

Legend:


 Due current AY year


 Overdue for renewal


 Awaiting Board approval

| Policy # | Sponsoring Department | Policy Title | Renewal Date ³ | Required Consultations ⁴ | Approval |
|----------|---------------------------------------|---|---------------------------|--|------------------------|
| 201 | Strategy & Bus Dev | Donor Recognition | Dec 2018 | DLC, DC+, ASC | President |
| 202-G | Strategy & Bus Dev | Gift Acceptance | July 2019 | DLC, Gift Review Cmtee, DC+, ASC, SAs | Board |
| 203 | Strategy & Bus Dev | Prospect Management | Dec 2018 | DLC, DC+, ASC, SAs | President |
| 204-G | Strategy & Bus Dev | Sponsorship & Advertising | May 2018 | DLC, SAs, ASC, DC+ | Board |
| 205 | Financial Services | Trust and Endowment Management | June 2020 | DLC, Sask Polytech Trust & Endowment Cmtee, Fin Services | President |
| 301 | Facilities Mgmt | Institutional Space Allocation & Management | Dec 2016 | DLC, Facilities, ASC, DC | President |
| 302-G | AVP, Strategy | Real Property – Acquisition and Disposal | Sept 2017 | Gov/Nom Committee | Board |
| 303 | Fin Services | Use of Saskatchewan Polytechnic Equipment and Resources | Feb 2018 | DLC, DC+ (and PHs), ASC, SFA, SGEU | President |
| 304 | Fin Services / AVP, Strategy | Use of Saskatchewan Polytechnic Facilities and Grounds | Dec 2021 | DLC, DC (and PHs), ASC | President |
| 401 | Fin Services | Capital Asset Amortization | June 2018 | Fin Services | President |
| 402 | Fin Services | Collection and Write-off of Accounts Receivable | June 2018 | Fin Services | President |
| 403 | Fin Services | Entertainment & Hospitality Expenses | June 2017 | Fin Services | President |
| 404 | Fin Services | Fixed Asset Capitalization Limit | June 2018 | DC+, ASC | President |
| 405 | Fin Services | Fraud Prevention and Reporting | Feb 2016 | Fin Services, Privacy Head | President |
| 406-G | Bd Audit Committee / AVP Fin Services | Internal Audit Function | June 2017 | DC, ASC | Board |
| 407-G | Fin Services | Internally Restricted and Unrestricted Net Assets | June 2017 | | Board |
| 408-G | Fin Services | Investments | June 2017 | | Board / Min of Finance |
| 409-G | Fin Services | Non-Audit Services | June 2017 | | Board |
| 410-G | Fin Services | Operating & Capital Budgets | January 2019 | | Board |
| 412 | Fin Services | Timesheet Completion | Oct 2019 | DLC, SFA, SGEU, DC+, ASC | President |

Legend:


 Due current AY year


 Overdue for renewal


 Awaiting Board approval

| Policy # | Sponsoring Department | Policy Title | Renewal Date ³ | Required Consultations ⁴ | Approval |
|----------|---|--|---------------------------|---|--------------------|
| 411 | Fin Services / AVP, Strategy | Travel Allowances: Vehicle, Lodging, Meals and General Expenses | Nov 2015 | DLC, Fin Services | President |
| 501 | AVP, Strategy | Corporate Agreements | May 2016 | DC+, ASC | President |
| 502-G | AVP, Strategy | Enterprise Risk Management | June 2015 | DLC, ERM Steering Committee, ASC, DC+ | Board |
| 503 | President / AVP, Strategy | Legal Services | Dec 2017 | | President |
| 504-G | SMC | Management Authorities' Grid | Jan 2014 | HR, Finance, BDA | Board |
| 505 | CFO-VPAS | Parking | Dec 2018 | DLC, Facilities, SGEU, SAs | President |
| 506-G | AVP, Strategy | Policy Development and Administration | June 2017 | DC, ASC, SAs | Board |
| 507 | AVP, Strategy | Saskatchewan Polytechnic Corporate Seal | Mar 2019 | | President |
| 508-G | Bd Gov Nominating Committee / AVP, Strategy | Strategic Planning & Annual Budget Process | Sept 2017 | AVP, Fin Services | Board |
| 509 | Academic & Research | Institutional Review for Degree Programs & Services | January 2021 | DC+ (and PHs) | President |
| 601-G | HR | Harassment | June 2017 | DLC, DC+, ASC, Harassment Prevention Cmtee, OH&S Cmtee, SFA, SGEU, SAs | Board |
| 602 | Health & Safety | Health & Safety | Feb 2018 | DLC, DC+ (and PHs), ASC, SFA, SGEU, Saskatchewan Polytechnic OH&S Committee | President |
| 603 | CFO-VPAS | Video Surveillance | Nov 2018 | DLC, ASC, DC, Privacy Head | President |
| 604 | HR | Violence | Nov 2018 | DLC, DC+ (and PHs), ASC, SFA, SGEU, SAs, Threat Assessment Team, Sask Polytech OH&S Cmtee | President |
| 605-G | HR | Sexual Assault and Sexual Violence | October 2019 | DLC, DC+ (and PHs), ASC, SFA, SGEU, SAs, Threat Assessment Team, Sask Poly OH&S | Board of Directors |
| 701-G | Gov/Nom Committee/ AVP, Strategy | Absentia of President/CEO and Saskatchewan Polytechnic Senior Managers | Jan 2014 | | Board |

Legend:


 Due current AY year


 Overdue for renewal


 Awaiting Board approval

| Policy # | Sponsoring Department | Policy Title | Renewal Date ³ | Required Consultations ⁴ | Approval |
|----------|-----------------------|---|---------------------------|---|-----------|
| 702 | HR | Vacation – Out-of-Scope | Sept 2020 | | President |
| 703 | HR | Code of Conduct | January 2021 | DLC, DC+, ASC | President |
| 704 | HR | Conflict of Interest | Nov 2017 | DLC, DC, ASC, SFA, SGEU | President |
| 705-G | St Services & HR | Education and Employment Equity | January 2018 | DLC, DC, ASC, SAs, SFA, SGEU | Board |
| 706 | HR | Employee Complaints | April 2019 | | President |
| 707 | HR | Employee Credentials | May 2018 | DLC, SFA, SGEU, DC, ASC | President |
| 708 | HR | Employee Leave for Graduation | Nov 2018 | | President |
| 709 | HR | New Appointees and Out-of-Scope Employees Relocation Allowance/Expenses | May 2020 | DLC, DC+, ASC, SFA, SGEU | President |
| 710 | HR | Out-of-Scope Deferred Salary Leave Plan | September 2021 | DC, ASC | President |
| 711 | HR | Professional Development – OOS Employees | Sept 2014 | | President |
| 712-G | HR | Reasonable Accommodation | January 2019 | DLC, DC (and PHs), ASC, SFA, SGEU, SAs | Board |
| 713 | HR | Recruitment Agency Use | June 2021 | DLC, DC, ASC | President |
| 714 | HR | Retirement | Oct 2017 | | President |
| 715 | HR | Retirement & Long Service | Aug 2015 | | President |
| 716-G | HR | Salary Administration (Out-of-Scope Staff) | April 2020 | | Board |
| 717 | HR | Selection of Employees | May 2018 | DLC, SFA, SGEU, DC, ASC | President |
| 718 | HR | TPHD by OOS Employees | Sept 2018 | | President |
| 719 | HR | Smoking | January 2020 | DC, ASC | President |
| 801 | ITS | Appropriate Use of Information Technology Resources | Nov 2017 | DLC, DC+, ASC, SFA, SGEU, SAs | President |
| 802 | ITS | Data Management | March 2016 | DC+, ASC, Privacy Head | President |
| 803 | ITS | Desktop Computer Evergreen | March 2020 | DC, ASC | President |
| 804 | ITS | Electronic Communication Services | March 2015 | DLC, DC+ (and PHs), ASC, SFA, SGEU, SAs, Privacy Head | President |
| 805 | ITS | External Application and Data Hosting | May 2012 | DC+, AVPs, Privacy Head | President |
| 806-G | ITS | Information Technology Security | Nov 2015 | DLC, ASC, DC | Board |

Legend:

 Due current AY year


 Overdue for renewal


 Awaiting Board approval


| Policy # | Sponsoring Department | Policy Title | Renewal Date ³ | Required Consultations ⁴ | Approval |
|----------|-----------------------|--|---------------------------|-------------------------------------|-----------|
| 807 | Fin Services | Mobile Communication Devices (MCD) Usage | Feb 2018 | DC, ASC | President |
| 808 | ITS | Mobile Device Access | June 2019 | DC, ASC, SAs | |
| 809 | AVP, Strategy | Record Retention and Disposal | May 2016 | DC+, ASC | President |
| 901-G | Strategy & Bus Dev | Internationalization | June 2015 | DLC, DC+ | Board |
| 1001 | Fin Services | Fleet Vehicle Usage | Feb 2018 | DC (and PHs), ASC | President |
| 1002-G | Fin Services | Procurement | Nov 2019 | Fin Services, DC+, ASC | Board |
| 1003 | Fin Services | Saskatchewan Polytechnic Asset & Materials Disposal | June 2017 | DC+ | President |
| 1101 | Academic & Research | Applied Research Integrity | May 2019 | DLC, DC +(and PHs) | President |
| 1102-G | Academic & Research | Ethics of Research Involving Human Participants | March 2015 | DLC, DC+ (and PHs), REB | Board |
| 1201 | St Services | Academic Accommodation for Students in the Reserve Forces | April 2019 | DLC, DC (and PHs), SAs | President |
| 1202 | St Services | Academic Progress | Aug 2016 | DLC, DC (and PHs), SAs | President |
| 1203 | St Services | Audit Students | Dec 2016 | DLC, DC (and PHs) | President |
| 1204 | St Services | Confidentiality of Personal Information and Records of Applicants and Students | April 2020 | DLC, DC, Privacy Head | President |
| 1206 | St Services | Evaluation of Student Learning | Feb 2019 | DLC, DC+, SFA, SAs | President |
| 1207 | St Services | Grade Appeal | June 2018 | DLC, DC (and PHs), SAs | President |
| 1208 | St Services | Grading System and Student Promotion | Nov 2018 | DLC, DC+, SFA, SAs | President |
| 1210 | St Services | Student Appeal | Nov 2016 | DLC, DC (and PHs), SAs | President |
| 1211 | St Services | Student Conduct | Aug 2015 | DLC, DC (and PHs), SAs | President |
| 1212 | St Services | Student Honoraria | Dec 2016 | DLC, DC, AVP Finance, AVP HR | President |
| 1213 | St Services | Supplemental Examinations | Aug 2016 | DLC, DC (and PHs), SAs | President |
| 1214-G | St Services | Tuition and Fees | tbd 2017 ⁶ | DLC, DC+, Fin Services, SAs | Board |

⁶ This policy is reviewed annually.

Legend:

 Due current AY year

 Overdue for renewal

 Awaiting Board approval

| Policy # | Sponsoring Department | Policy Title | Renewal Date ³ | Required Consultations ⁴ | Approval |
|----------|-----------------------|---|---------------------------|-------------------------------------|-----------|
| 1215 | St Services | Smudging Pipe Ceremonies and other Aboriginal Ceremonial Use of Smoke | March 2020 | DC, ASC | President |
| 1216 | St Services | Student Excellence in Academic Achievement and Dean's Honour List | June 2020 | DC, PHs | President |

Abbreviations used in the Required Consultations column:

ASC – administrative services' council

CEC – continuing education consultant

DC – deans' council

DC+ – DC members to gather input from their directors, associate deans and registrar

DLC – diversity leadership council

PHs – program heads


REB – research ethics board


SAs – student associations


SFA – Saskatchewan Polytechnic Faculty Association

SGEU – Saskatchewan Government Employees' Union

Legend:

 Due current AY year

 Overdue for renewal

 Awaiting Board approval