



# Saskatchewan Polytechnic Policy Renewal and Consultations Guidelines<sup>1</sup>

June 30, 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.

<sup>1</sup> 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.<sup>2</sup> 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.


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<sup>2</sup> 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:

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**Note: This process is under review.**

Policy #	Sponsoring Department	Policy Title	Renewal Date <sup>3</sup>	Required Consultations <sup>4</sup>	Approval
101	Academic & Research	Academic Authorities Grid* <sup>5</sup>	July 2022	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	Credentials	July 1, 2022	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	July 2022	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


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


<sup>4</sup> See explanation of abbreviations on the last page of this document.

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

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Policy #	Sponsoring Department	Policy Title	Renewal Date <sup>3</sup>	Required Consultations <sup>4</sup>	Approval
119	Academic and Research	Evaluation of Student Learning	July 2022		President & CEO
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	April 2020	DC, ASC	Board
407-G	Fin Services	Internally Restricted and Unrestricted Operating Surplus	April 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

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412	Fin Services	Timesheet Completion	Oct 2019	DLC, SFA, SGEU, DC+, ASC	President
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 2020	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

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701-G	Gov/Nom Committee/ AVP, Strategy	Absentia of President/CEO and Saskatchewan Polytechnic Senior Managers	Jan 2014		Board
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

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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
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	July 2022	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	<del>St Services</del> Moved to Academic	<del>Evaluation of Student Learning</del>	<del>July 2022</del> Moved to 119	<del>DLC, DC+, SFA, SAs</del>	President
1207	St Services	Grade Appeal	July 2022	DLC, DC (and PHs), SAs	President
1208	St Services	Grading System and Student Promotion	July 2022	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	<del>St Services</del>	<del>Supplemental Examinations</del>	<del>Deleted: July 1, 2017</del>	<del>DLC, DC (and PHs), SAs</del>	<del>President</del>

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1214-G	St Services	Tuition and Fees	tbd 2018 <sup>6</sup>	DLC, DC+, Fin Services, SAs	Board
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

<sup>6</sup> This policy is reviewed annually.

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