



Saskatchewan Polytechnic

Policy and Procedure Table of Contents and Review Schedule

July 19, 2018

The purpose of this document is to inform Policy Sponsors of the current organization of Saskatchewan Polytechnic institutional policies, which policies are allocated to which policy sponsor/executive sponsor's portfolio, and the schedule of dates for required review.

Policy #506-G Policy Development and Administration governs all policy review and development initiatives. A guide for policy writing a revision can be found in the Saskatchewan Polytechnic Policy Development Guidelines on the OurCollaborate Team Site for Governance and Privacy. For assistance in navigating the policy review and development process, contact the Policy Facilitator ([Dustin.Resch@saskpolytech.ca](mailto:Dustin.Resch@saskpolytech.ca)).

Please Note: The renewal period for board-approved (G) policies is three years; other policies renew every five years.

Policy #	Policy Title	Review Date	Policy Sponsor	Executive Sponsor	Policy Approver
101	Academic Authorities Grid	Jul-22	AVP Learning & Teaching	Provost, VP Academic	President & CEO
102	Academic Freedom	May-18	AVP Learning & Teaching	Provost, VP Academic	President & CEO
103	Admissions	Oct-17	AVP Student Services	Provost, VP Academic	President & CEO
104	Changes to Saskatchewan Polytechnic Admission Requirements and Selection Criteria	Nov-18	AVP Student Services	Provost, VP Academic	President & CEO
105	Continuing Education Operations	May-12	AVP Learning and Teaching	Provost, VP Academic	President & CEO
106	External Borrowers	Deleted March 2015	Academic & Research	Provost, VP Academic	President & CEO
107	External Program Review for Degree Programs	Sep-18	AVP Learning and Teaching	Provost, VP Academic	President & CEO
108	Faculty Preparation and Development	Jun-23	AVP Learning and Teaching	Provost, VP Academic	President & CEO

109 (Moved to Research # 1106)	Inventions and Technology Transfer	Jan-23	AVP Applied Research and Innovation	Provost, VP Academic	President & CEO
110	Print/AV Materials Acquisition	Deleted January 2016	Academic & Research	Provost, VP Academic	President & CEO
111	Professional Affiliate Appointments	Apr-17	AVP Learning and Teaching	Provost, VP Academic	President & CEO
112	Program Advisory Committees	Jun-23	AVP Learning and Teaching	Provost, VP Academic	President & CEO
113	Program Council	Deleted June 2018	AVP Learning and Teaching	Provost, VP Academic	President & CEO
114	Credentials	Jul-22	AVP Learning and Teaching	Provost, VP Academic	President & CEO
115	Program Review	Jul-21	AVP Learning and Teaching	Provost, VP Academic	President & CEO
116	Recognition of Prior Learning: PLAR and Transfer Credit	Jul-22	AVP Learning and Teaching	Provost, VP Academic	President & CEO
117	Use of Copyrighted Materials	May-19	AVP Learning and Teaching	Provost, VP Academic	President & CEO
118	Dual Credit	Mar-21	AVP Learning and Teaching	Provost, VP Academic	President & CEO
119	Evaluation of Student Learning	Jul-22	AVP Learning and Teaching	Provost, VP Academic	President & CEO
201	Donor Recognition	Dec-18	AVP Business Development	VP Strategy and Business Development	President & CEO
202-G	Gift Acceptance	Jul-19	Director, DAR	VP Strategy and Business Development	Board of Directors (endorsed by Audit Committee)
203	Prospect Management	Dec-18	AVP Business Development	VP Strategy & Business Development	President & CEO
204-G	Sponsorship & Advertising	May-18	VP Strategy & Business Development	VP Strategy & Business Development	Board of Directors (endorsed by Governance and Nominating Committee)
205	Trust and Endowment Management	Jun-20	AVP Financial Services	CFO & VP Administration	President & CEO
301	Institutional Space Allocation & Management	Dec-16	AVP Facilities Mgmt.	CFO & VP Administration	President & CEO
302-G	Real Property – Acquisition and Disposal	Mar-21	AVP Financial Services	CFO & VP Administrative Services	Board of Directors (endorsed by Audit Committee)

303	Use of Saskatchewan Polytechnic Equipment and Resources	Feb-18	AVP Financial Services	CFO & VP Administrative Services	President & CEO
304	Use of Saskatchewan Polytechnic Facilities and Grounds	Dec-21	AVP Facilities Mgmt.	CFO & VP Administrative Services	President & CEO
305	Alcohol on Saskatchewan Polytechnic Premises	Oct-23	AVP Facilities Mgmt.	CFO & VP Administrative Services	President & CEO
401	Capital Asset Amortization	Jun-18	AVP Financial Services	CFO & VP Administrative Services	President & CEO
402	Collection and Write-off of Accounts Receivable	Jun-18	AVP Financial Services	CFO & VP Administrative Services	President & CEO
403	Entertainment & Hospitality Expenses	Jun-17	AVP Financial Services	CFO & VP Administration	President & CEO
404	Fixed Asset Capitalization Limit	Jun-18	AVP Financial Services	CFO & VP Administrative Services	President & CEO
405	Fraud Prevention and Reporting	Jun-23	AVP Financial Services	CFO & VP Administrative Services	President & CEO
406-G	Internal Audit Function	Apr-20	AVP Financial Services	CFO & VP Administrative Services	<b>Board of Directors</b> (endorsed by Audit Committee)
407-G	Internally Restricted and Unrestricted Operating Surplus	Apr-20	AVP Financial Services	CFO & VP Administrative Services	<b>Board of Directors</b> (endorsed by Audit Committee)
408-G	Investments	Jun-21	AVP Financial Services	CFO & VP Administrative Services	<b>Board of Directors</b> (endorsed by Audit Committee)
409-G	Non-Audit Services	Jun-21	AVP Financial Services	CFO & VP Administrative Services	<b>Board of Directors</b> (endorsed by Audit Committee)
410-G	Operating & Capital Budgets	Jan-19	AVP Financial Services	CFO & VP Administrative Services	<b>Board of Directors</b> (endorsed by Audit Committee)
411	Travel Allowances: Vehicle, Lodging, Meals and General Expenses	Nov-15	AVP Financial Services	CFO & VP Administrative Services	President & CEO
412	Timesheet Completion	Oct-19	AVP Financial Services	CFO & VP Administrative Services	President & CEO

413-G	Procurement	Nov-19	AVP Financial Services	CFO & VP Administrative Services	Board of Directors (endorsed by Audit Committee)
414	Saskatchewan Polytechnic Asset & Materials Disposal	Apr-23	AVP Financial Services	CFO & VP Administrative Services	President & CEO
415	Fleet Vehicle Usage	Jun-23	AVP Financial Services	CFO & VP Administrative Services	President & CEO
501	Corporate Agreements	May-16	AVP Strategy	VP Strategy & Business Development	President & CEO
502-G	Enterprise Risk Management	Jun-21	AVP Strategy	VP Strategy & Business Development	Board of Directors (endorsed by Audit Committee)
503	Legal Services	Dec-17	AVP Strategy	VP Strategy & Business Development	President & CEO
504a-G	Board Authorities Grid	Jun-20	AVP Strategy	President & CEO	Board of Directors (endorsed by Governance and Nominating Committee)
504b	Management Authorities Grid	Jul-22	AVP Strategy	President & CEO	President & CEO
505	Parking	Oct-22	AVP Facilities Mgmt.	CFO & VP Administrative Services	President & CEO
506-G	Policy Development and Administration	Jun-20	AVP Strategy	VP Strategy & Business Development	Board of Directors (endorsed by Governance and Nominating Committee)
507	Saskatchewan Polytechnic Corporate Seal	Mar-19	AVP Strategy	VP Strategy & Business Development	President & CEO
508-G	Strategic Planning & Annual Budget Process	Deleted June 2018	AVP Strategy	VP Strategy & Business Development	Board of Directors (endorsed by Governance and Nominating and Audit Committees)
509	Institutional Review for Degree Programs & Services	Jan-21	AVP Learning and Teaching	Provost & VP Academic	President & CEO



601	Harassment	Jun-19	AVP Human Resources/ AVP Student Services	CFO & VP Administrative Services	President & CEO
602	Health & Safety	Feb-18	Director Health, Safety and Security	CFO & VP Administrative Services	President & CEO
603	Video Surveillance	Nov-18	Director Health, Safety and Security	CFO & VP Administrative Services	President & CEO
604	Violence	Nov-18	AVP Human Resources	CFO & VP Administrative Services	President & CEO
605	Sexual Assault and Sexual Violence	Oct-21	AVP Human Resources	CFO & VP Administrative Services	President & CEO
701	Absentia of President/CEO and Saskatchewan Polytechnic Senior Managers	Deleted June 2018	AVP Strategy	VP Strategy & Business Development	President & CEO
702	Vacation – Out-of-Scope	Sep-20	AVP Human Resources	CFO & VP Administrative Services	President & CEO
703	Code of Conduct	Jan-21	AVP Human Resources	CFO & VP Administrative Services	President & CEO
704	Conflict of Interest	Nov-17	AVP Human Resources	CFO & VP Administrative Services	President & CEO
705	Education and Employment Equity	Jan-20	AVP Student Services / AVP Human Resources	CFO & VP Administrative Services	President & CEO
706	Employee Complaints	Apr-19	AVP Human Resources	CFO & VP Administrative Services	President & CEO
707	Employee Credentials	May-18	AVP Human Resources	CFO & VP Administrative Services	President & CEO
708	Employee Leave for Graduation	Nov-18	AVP Human Resources	CFO & VP Administrative Services	President & CEO
709	New Appointees and Out-of-Scope Employees Relocation Allowance/Expenses	May-20	AVP Human Resources	CFO & VP Administrative Services	President & CEO
710	Out-of-Scope Deferred Salary Leave Plan	Sep-21	AVP Human Resources	CFO & VP Administrative Services	President & CEO
711	Professional Development – OOS Employees	Sep-14	AVP Human Resources	CFO & VP Administrative Services	President & CEO
712	Reasonable Accommodation	Jan-21	AVP Human Resources	CFO & VP Administrative Services	President & CEO

713	Recruitment Agency Use	Jun-21	AVP Human Resources	CFO & VP Administrative Services	President & CEO
744	Retirement	<del>Deleted June 2018</del>	<del>AVP Human Resources</del>	<del>CFO &amp; VP Administrative Services</del>	<del>President &amp; CEO</del>
715	Retirement & Long Service	Jun-23	AVP Human Resources	CFO & VP Administrative Services	President & CEO
716	Salary Administration (Out-of-Scope Staff)	Jun-23	AVP Human Resources	CFO & VP Administrative Services	President & CEO
717	Selection of Employees	May-18	AVP Human Resources	CFO & VP Administrative Services	President & CEO
718	TPHD by OOS Employees	Sep-18	AVP Human Resources	CFO & VP Administrative Services	President & CEO
719	Smoking	Jan-20	AVP Human Resources	CFO & VP Administrative Services	President & CEO
801	Appropriate Use of Information Technology Resources	Nov-17	AVP ITS	CFO & VP Administrative Services	President & CEO
802	Data Management	Mar-16	AVP ITS	CFO & VP Administrative Services	President & CEO
803	Desktop Computer Evergreen	Mar-20	AVP ITS	CFO & VP Administrative Services	President & CEO
804	Electronic Communication Services	Mar-15	AVP ITS	CFO & VP Administrative Services	President & CEO
805	External Application and Data Hosting	May-12	AVP ITS	CFO & VP Administrative Services	President & CEO
806	Information Technology Security	Nov-17	AVP ITS	CFO & VP Administrative Services	President & CEO
807	Mobile Communication Devices (MCD) Usage	Feb-18	AVP Financial Services	CFO & VP Administrative Services	President & CEO
808	Mobile Device Access	Jun-19	AVP ITS	CFO & VP Administrative Services	President & CEO
809	Record Retention and Disposal	May-16	AVP Strategy	VP Strategy & Business Development	President & CEO
901	Internationalization	Jun-17	AVP Business Development	VP Strategy & Business Development	President & CEO
1001 Moved to 415	Fleet Vehicle Usage	Feb-18	AVP Financial Services	<del>CFO &amp; VP Administrative Services</del>	<del>President &amp; CEO</del>

<b>1002-G</b> <b>Moved to 413-G</b>	Procurement	<b>Nov-19</b>	AVP Financial Services	CFO & VP Administrative Services	<b>Board of Directors</b> (via Audit Committee)
<b>1003 Moved to 414</b>	Saskatchewan Polytechnic Asset & Materials Disposal	<b>Jun-17</b>	AVP Financial Services	CFO & VP Administrative Services	President & CEO
<b>1101</b>	Applied Research Integrity	<b>May-19</b>	AVP Applied Research and Innovation	Provost & VP Academic	President & CEO
<b>1102</b>	Ethics of Research Involving Human Participants	<b>Mar-17</b>	AVP Applied Research and Innovation	Provost & VP Academic	President & CEO
<b>1103</b>	Applied Research Administration	<b>Jan-23</b>	AVP Applied Research and Innovation	Provost & VP Academic	President & CEO
<b>1104</b>	Recovery of Indirect Cost of Applied Research	<b>Jan-23</b>	AVP Applied Research and Innovation	Provost & VP Academic	President & CEO
<b>1105</b>	Use of Animals in Teaching and Research	<b>Jan-23</b>	AVP Applied Research and Innovation	Provost & VP Academic	President & CEO
<b>1106</b>	Inventions and Technology Transfer	<b>Jan-23</b>	AVP Applied Research and Innovation	Provost & VP Academic	President & CEO
<b>1201</b>	Academic Accommodation for Students in the Reserve Forces	<b>Apr-19</b>	AVP Student Services	Provost & VP Academic	President & CEO
<b>1202</b>	Academic Progress	<b>Jul-22</b>	AVP Student Services	Provost & VP Academic	President & CEO
<b>1203</b>	Audit Students	<b>Dec-16</b>	AVP Student Services	Provost & VP Academic	President & CEO
<b>1204</b>	Confidentiality of Personal Information and Records of Applicants and Students	<b>Apr-20</b>	AVP Student Services	Provost & VP Academic	President & CEO
<b>1206 Moved to 119</b>	<del>Evaluation of Student Learning</del>	<b>Jul-22</b>			
<b>1207</b>	Grade Appeal	<b>Jul-22</b>	AVP Student Services	Provost & VP Academic	President & CEO
<b>1208</b>	Grading System and Student Promotion	<b>Jul-22</b>	AVP Student Services	Provost & VP Academic	President & CEO

1210	Student Appeal	Nov-16	AVP Student Services	Provost & VP Academic	President & CEO
1211	Student Conduct	Aug-15	AVP Student Services	Provost & VP Academic	President & CEO
1212	Student Honoraria	Dec-16	AVP Student Services	Provost & VP Academic	President & CEO
1213	Supplemental-Examinations	Deleted: July 1, 2017			
1214	Tuition and Fees	tbd 2019[1]	AVP Student Services	Provost & VP Academic	President & CEO
1215	Smudging Pipe Ceremonies and other Aboriginal Ceremonial Use of Smoke	Mar-20	AVP Student Services	Provost & VP Academic	President & CEO
1216	Student Excellence in Academic Achievement and Dean's Honour List	Jun-20	AVP Student Services	Provost & VP Academic	President & CEO

[1] This policy is reviewed annually.

Legend:	
	Due current AY year
	Overdue for renewal



