



Saskatchewan Polytechnic

Policy and Procedure Table of Contents and Review Schedule

July 24, 2020

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 (privacyhead@saskpoytech.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	N/A	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	N/A	Academic & Research	Provost, VP Academic	President & CEO
107	External Review of Degree Programs	Jun-24	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	N/A	AVP Applied Research and Innovation	Provost, VP Academic	President & CEO

110	Print/AV Materials Acquisition	N/A	Academic & Research	Provost, VP Academic	President & CEO
111	Professional Affiliate Appointments	Jun-25	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	N/A	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	Jun-25	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
120	Program Implementation	Jul-24	AVP Learning and Teaching	Provost, VP Academic	President & CEO
201	Donor Recognition and Naming of Institutional Assets	Jun-25	AVP Advancement	VP Advancement & International	President & CEO
202-G	Gift Acceptance	Jul-19	AVP Advancement	VP Advancement & International	Board of Directors (endorsed by Audit Committee)
203	Prospect Management	Dec-18	AVP Advancement	VP Advancement & International	President & CEO
204-G	Sponsorship & Advertising	May-18	VP Advancement & International	VP Advancement & International	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	Jun-23	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	Oct-23	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	Apr-23	AVP Facilities Mgmt.	CFO & VP Administrative Services	President & CEO
401 Combined with 404 Sept 2018	Capital Asset Amortization	N/A	AVP Financial Services	CFO & VP Administrative Services	President & CEO
402	Collection and Management of Accounts Receivable	Feb-24	AVP Financial Services	CFO & VP Administrative Services	President & CEO
403 Combined with 411 October 2018	Entertainment & Hospitality Expenses	N/A	AVP Financial Services	CFO & VP Administration	President & CEO
404	Asset Capitalization and Amortization	Sep-23	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	Jun-23	AVP Financial Services	CFO & VP Administrative Services	Board of Directors (endorsed by Audit Committee)
407-G	Internally Restricted and Unrestricted Operating Surplus	Jun-23	AVP Financial Services	CFO & VP Administrative Services	Board of Directors (endorsed by Audit Committee)
408-G	Investments	Jun-21	AVP Financial Services	CFO & VP Administrative Services	Board of Directors (endorsed by Audit Committee)
409-G	Non-Audit Services	Jun-21	AVP Financial Services	CFO & VP Administrative Services	Board of Directors (endorsed by Audit Committee)
410-G	Operating & Capital Budgets	Jun-22	AVP Financial Services	CFO & VP Administrative Services	Board of Directors (endorsed by Audit Committee)
411	Travel, Hospitality, and Other Expenses	Sep-23	AVP Financial Services	CFO & VP Administrative Services	President & CEO
412	Timesheet Completion	Jun-25	AVP Financial Services	CFO & VP Administrative Services	President & CEO



413-G	Procurement	Jun-22	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	Jun-25	AVP Strategy	VP Advancement & International	President & CEO
502-G	Enterprise Risk Management	Jun-21	AVP Strategy	VP Advancement & International	Board of Directors (endorsed by Audit Committee)
503	Legal Services	Oct-23	AVP Financial Services	CFO & VP Administrative Services	President & CEO
504a-G	Board Authorities Grid	Jun-23	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-23	AVP Strategy	VP Advancement & International	Board of Directors (endorsed by Governance and Nominating Committee)
507	Saskatchewan Polytechnic Corporate Seal	Mar-19	AVP Strategy	VP Advancement and International	President & CEO
508-G	Strategic Planning & Annual Budget Process	N/A	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	Oct-24	AVP Human Resources/ AVP Student Services	CFO & VP Administrative Services	President & CEO
602	Health & Safety	Oct-24	Director Health, Safety and Security	CFO & VP Administrative Services	President & CEO
603	Video Surveillance	Jan-24	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
606	Travel and Security	Jan-24	AVP Human Resources	CFO & VP Administrative Services	President & CEO
607	Fit for Duty and Learning	Feb-24	AVP Human Resources	CFO & VP Administrative Services	President & CEO
704	Absentia of President/CEO and Saskatchewan Polytechnic Senior Managers	N/A	AVP Strategy	VP Strategy & Business Development	President & CEO
701	Absentia of Senior Management	Dec-23	AVP Human Resources	CFO & VP Administrative Services	President and 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	Feb-24	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	Dec-23	AVP Human Resources	CFO & VP Administrative Services	President & CEO
708	Employee Leave for Graduation	Dec-23	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 and Work-Related Training	Jun-24	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
714	Retirement	N/A	AVP Human Resources	CFO & VP Administrative Services	President & CEO
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	Feb-24	AVP Human Resources	CFO & VP Administrative Services	President & CEO
718	Temporary Performance of Higher Duties and Multiple Position Coverage	Jun-24	AVP Human Resources	CFO & VP Administrative Services	President & CEO
719	Smoking Cannabis and Tobacco Use	Oct-23	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	Jun-24	AVP ITS	CFO & VP Administrative Services	President & CEO
807	Mobile Communication Devices (MCD) Usage	Sep-23	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 Advancement & International	President & CEO
901	Internationalization	Jun-25	VP Advancement & International	VP Advancement & International	President & CEO
902	Foreign Nationals Conducting Work for Saskatchewan Polytechnic in Canada	Jun-25	AVP Strategy	VP Advancement & International	President & CEO
1001 Moved to 415	Fleet Vehicle Usage	N/A	AVP Financial Services	CFO & VP Administrative Services	President & CEO
1002-G Moved to 413-G	Procurement	N/A	AVP Financial Services	CFO & VP Administrative Services	Board of Directors (via Audit Committee)
1003 Moved to 414	Saskatchewan Polytechnic Asset & Materials Disposal	N/A	AVP Financial Services	CFO & VP Administrative Services	President & CEO
1101	Applied Research Integrity	Jun-25	AVP Applied Research and Innovation	Provost & VP Academic	President & CEO
1102	Ethics of Research Involving Human Participants	Jun-25	AVP Applied Research and Innovation	Provost & VP Academic	President & CEO
1103	Applied Research Administration	Jan-23	AVP Applied Research and Innovation	Provost & VP Academic	President & CEO
1104	Recovery of Indirect Cost of Applied Research	Jan-23	AVP Applied Research and Innovation	Provost & VP Academic	President & CEO
1105	Use of Animals in Teaching and Research	Jan-23	AVP Applied Research and Innovation	Provost & VP Academic	President & CEO
1106	Inventions and Technology Transfer	Jan-23	AVP Applied Research and Innovation	Provost & VP Academic	President & CEO
1201	Academic Accommodation for Students in the Reserve Forces	Jun-25	AVP Student Services	Provost & VP Academic	President & CEO
1202	Academic Progress	Jul-22	AVP Student Services	Provost & VP Academic	President & CEO

1203	Audit Students	Jun-25	AVP Student Services	Provost & VP Academic	President & CEO
1204	Confidentiality of Personal Information and Records of Applicants and Students	Apr-20	AVP Student Services	Provost & VP Academic	President & CEO
1206 Moved to 119	Evaluation of Student Learning	N/A			
1207	Grade Appeal	Jul-22	AVP Student Services	Provost & VP Academic	President & CEO
1208	Grading System and Student Promotion	Jul-22	AVP Student Services	Provost & VP Academic	President & CEO
1210	Academic Appeals	Sep-23	AVP Student Services	Provost & VP Academic	President & CEO
1211 Moved to 1211a/b	Student Conduct	N/A			
1211a	Student Code of Conduct (Academic)	Sep-23	AVP Student Services	Provost & VP Academic	President & CEO
1211b	Student Code of Conduct (Non-Academic)	Sep-23	AVP Student Services	Provost & VO Academic	President & CEO
1212	Student Honoraria	Jun-25	AVP Student Services	Provost & VP Academic	President & CEO
1213	Supplemental Examinations	N/A			
1214	Tuition and Fees	Mar-24	AVP Student Services	Provost & VP Academic	President & CEO
1215	Smudging Pipe Ceremonies and other Indigenous Ceremonial Use of Smoke	Mar-24	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
1217	Admissions	Jun-24	AVP Student Services	Provost & VP Academic	President & CEO

Legend:	
	Due current AY year
	Overdue for renewal