

# Policy Framework



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# Section I. Yukon University Policy Overview

## 1. Introduction to the Yukon University Policy Framework

The *Yukon University Policy Framework* (or “the Policy Framework”) describes the vision and role of developing, reviewing, updating, and retiring policy at Yukon University.

This Policy Framework was developed in order to provide students, faculty, staff, and the wider Yukon University community with a set of guidelines around policy that will assist in ensuring compliance with legal and other regulatory requirements, managing risk, achieving the University mission and strategic objectives, enhancing operational efficiencies, ensuring our actions are consistent with our values, and setting appropriate standards and restraints. It also provides for a single resource to clearly outline a systematic approach to the development and review of policies and procedures at Yukon University.

## 2. What is in the Policy Framework?

The Yukon University Policy Framework is organized into three sections:

Section I provides an overview of policy and policy development, and briefly describes the policy environment at Yukon University.

Section II and Section III comprise Policy on Policies (PO 1.0) and Policy Development and Approval Procedures (PO 1.1), respectively. PO 1.0 Policy on Policies, as well as PO 1.1 Policy Development and Approval Procedures, will be reviewed and updated subject to the principles, guidelines, and processes that they articulate.

## 3. What is a Policy?

A policy is a concise, formal statement of principles that indicates how Yukon University (or “the University”) will act in a particular area of its operation or in a given circumstance. It addresses broad issues and, because it is grounded in institutional principles, should serve Yukon University over an extended period of time without the need for frequent review or update.

A policy requires formal approval, ultimately decided by the nature of the policy, and is binding on all members of Yukon University, or as defined within its *Scope* section. The role of policy is to:

- Translate values into operating principles and procedures;
- Influence personal and institutional behaviour and decision making to shift or support a culture in line with institutional values;
- Enhance achievement of Yukon University’s mission and strategic goals;
- Enhance operational efficiency and consistency;

- Increase institutional accountability;
- Set standards and/or mandate action or restraints;
- Address issues of broad concern to Yukon University;
- Ensure compliance with legal and other regulatory requirements; and
- Improve the management of risk.

Policy is supported by and implemented through procedures. The Yukon University Policy Framework articulates that a policy and its attendant procedures will be developed jointly but as separate, linked documents. This separation permits procedures to be updated regularly to reflect various circumstantial changes, whether organizational or external, without necessarily requiring review of the policy and its underlying principles, while also allowing for fewer policies overall, as a single policy can act as an umbrella policy for multiple procedure documents.

While the term *policy* will refer to the policy document only, and the term *procedure* to the procedure document only (see below), terms such as *policy development* and *policy submission* are inclusive, in that they *refer both to a policy and its accompanying procedure(s)*. When a new policy is proposed, it is expected that its companion *procedure* document will have been *developed concurrently, and submitted at the same time as its policy for approval*.

#### **4. What is a Procedure?**

A procedure outlines the specific steps required for implementation of a policy. Procedures communicate acceptable practice, set boundaries for actions and behaviour, and establish who is responsible for any required action. By their nature, procedures must reflect the current organizational structure and regulatory framework of Yukon University. Procedures will need to be reviewed and updated more frequently than policy in order to ensure that the procedures reflect the most current organizational structure, regulatory and legal frameworks, and any other relevant changes in circumstances.

Like a policy, a procedure requires formal approval and is binding on all members defined within its *Scope* section. However, the procedure approving authority may not be the same as its attendant policy (for example a particular finance policy may be approved by the Board of Governors (or “the Board”) but, if the policy allows, the procedures may be approved or revised by the administration).

#### **5. Is a Policy Necessary?**

Policies are not always necessary and should not be developed to solve problems that could otherwise be addressed by managerial means. Connect with the University Secretariat early to

determine if your policy proposal is needed. You can also begin by asking yourself the following questions, ensuring that your answer is 'yes':

- Is there a need to manage or mitigate significant risks (safety, financial, reputational, etc.)?
- Is there a need to ensure consistency across and/or coordination between different departments, divisions, or administration areas?
- Is this a topic that exists outside of the authority of a job description?

## 6. Reconciliation Through Policy

The Truth and Reconciliation Commission (TRC) of Canada's [Final Report](#) defines reconciliation as "an ongoing process of establishing and maintaining respectful relationships," (p16), and highlights that "[r]econciliation must support Aboriginal peoples as they heal from the destructive legacies of colonization that have wreaked such havoc in their lives. But it must do even more. Reconciliation must inspire Aboriginal and non-Aboriginal peoples to transform Canadian society so that our children and grandchildren can live together in dignity, peace, and prosperity on these lands we now share." (p8)

Furthermore, the Yukon University Act mandates that, as one of the purposes of the institution, we "include, respect and honour Yukon First Nations' knowledge, worldviews, cultural and traditional practices and educational priorities in the university's educational programming, training, research, services, governance, administration, policies and facilities" (section 3[2e]). That Yukon First Nations' knowledge, worldviews, cultural and traditional practices and educational priorities are included, respected, and honoured in the University's policies is territorial law.

Yukon University has made genuine, firm commitments towards building and sustaining a culture of reconciliation, promising to be an institution where Indigenous peoples see themselves reflected, respected, and valued. When developing or reviewing a policy, *proponents must refer to the University's Reconciliation Framework and ask themselves how the policy can support Yukon University's commitment to reconciliation:*

- How can this policy assist, in ways big or small, healing from the destructive legacies of colonization?
- What are the harmful unintended consequences of a proposed policy on Indigenous students, employees and communities, and how can those consequences be eliminated or minimized?
- How can this policy be constructed to ensure that non-Indigenous and Indigenous ways of knowing, being and doing are meaningfully informing our policies such that we grow and sustain relationships based on equality and respect?

## 7. Approval Authority

Different policies are approved at different levels within Yukon University. See *Table 1* below for the appropriate approval process for Administrative Operational, Board Operational, and Academic Policies, and *Table 2* for Governance Policies which are *outside the scope of the Policy Framework*.

*Table 1 Administrative Operational, Board Operational, and Academic Policies*

<b>POLICY CATEGORY</b>	<b>Administrative Operational Policies</b>	<b>Board Operational Policies</b>	<b>Academic Policies</b>
<b>Authority-Making Power derived from</b>	Policy BOG 3.0 Yukon University President Responsibilities	Yukon University Act, section 22(1)	Yukon University Act, section 31(1)

### **APPROVAL AUTHORITY**

<b>STEP 1 Concept Approval</b>	President's Executive Committee	relevant Board Committee	Provost Council
<b>STEP 2 Draft Approval (consultation copy)</b>	Senior Leadership Council	President's Executive Committee	Provost Council
<b>STEP 3 Recommendation for approval</b>	President's Executive Committee	relevant Board Committee	Academic Standards Committee of the Senate
<b>STEP 4 Approval</b>	President	Board of Governors	Senate
<b>Policy Framework Procedures</b>	Section 4.1 (PO 1.1)	Section 4.2 (PO 1.1)	Section 4.3 (PO 1.1)

*Table 2 Governance Policies*

<b>POLICY CATEGORY</b>	<b>Board Policies</b>	<b>Senate Policies</b>
<b>Authority-Making Power derived from</b>	Yukon University Act, section 22(2)	Yukon University Act, section 31(2)
<b>STEP 1 Concept Approval</b>	Board Chair	Senate Co-Chairs
<b>STEP 2 Recommendation for approval</b>	Governance Committee of the Board	Senate Executive Committee
<b>STEP 4 Approval</b>	Board	Senate
<b>Policy Framework Procedures</b>	n/a	n/a

## **8. Determining the Authority for the Policy**

Ultimately, it's the approval authority that drives the approval pathway for a particular policy, so determining who holds the authority for the policy under consideration is key. Keep in mind that operational policies can be under the authority of the Board of Governors or the President, depending on where authority lies within the Yukon University Act and whether jurisdiction has been delegated (see section 10 below).

## **9. Governance Policies**

Pursuant to the University Act, both the Senate and the Board of Governors are responsible for their internal governance. Policies related to this internal self-governance are not subject to this Policy Framework but instead must be developed, considered and passed in accordance with each governing body's internal processes.

## **10. Operational Policies**

Operational policies – also often referred to as “administrative policies” – are primarily concerned with the management, administration, and control of the property, revenue, business, and affairs of the University. While these policies will often have impact on students and/or instructional matters (when and where courses are scheduled, or how awards are managed), they give direction primarily to the operations, administration, functions, and affairs of the University. Operational Policies flow from one of two authorities guided by the Act – either the Board of Governors or the President as the senior representative of the University administration.

### **a. Board Operational Policies**

Board Operational Policies are Operational Policies which are approved, amended or repealed by the Board of Governors by virtue of jurisdiction set out in section 22(2) of the University Act which have not been delegated to the President. Examples of Board Operational Policies include the Procurement Policy and the Sexualized Violence Policy required by section 23 of the Act.

### **b. Administrative Operational Policies**

Administrative Operational Policies are Operational Policies which are approved, amended or repealed by the University President by virtue of either BOG 3.0 President Responsibilities Policy or section 34 of the University Act. Examples of Administrative Operational Policies include the human resource policies for excluded employees and use of university property.

## **11. Academic Policies**

Academic policies have their primary impact on matters that are academic in nature – type of programming offered, quality of programming, academic freedom, research, pedagogy, etc.

These tend to be powers legislated by the Yukon University Act as powers of the Senate, as articulated in Section 31, although the list is not exhaustive. Other matters that are considered academic would include research objectives, methodologies, ethics, and issues pertaining to student life at the institution regarding program quality.

More concise definitions are found in PO 1.0 Policy on Policies. Connect with the University Secretariat if you're uncertain about whether your planned policy is operational or academic.

## **12. Role of the University Secretariat**

The University Secretariat is responsible for assisting in the development of policy including oversight of the process of policy development, approval, and review at Yukon University.

The University Secretariat is responsible for ensuring that policy development at Yukon University is consistent with the policy and procedures as set out in the Yukon University Policy Framework. This includes confirming that forms (Policy Planning Form; Policy Submission Form; and other forms, templates and guidelines that may be developed or required) are properly followed and completed; suggesting and supporting review cycles for Yukon University policy; directing discussions with others in the University Community to ensure provision of a cross-institutional perspective on the implications of new policy and procedures; and supporting the development or review process by way of providing non-binding feedback, suggestions, direction, and stakeholder identification. The University Secretariat will also decide whether policies are ready to continue along the policy approval process or if they need development.

## **13. Where to find policies**

All current policies will be available in PDF on the [Yukon University website](#). The same versions in PDF and Word formats as well as retired policies and previous versions will be available on the [Policies SharePoint page](#), in the Policy Repository.

## **14. Implementation of the Policy Framework**

The Policy Framework is not retroactive and therefore will not impact existing policies until such time as they are reviewed.

Once this Framework is approved, all new policies and procedures will follow the process as outlined within this document and be formatted according to its templates. For all existing policies and procedures, each will be reformatted upon their review as outlined in the policy review cycle, and their review will follow the process as outlined within the Framework.

Document History - all updates, including Non-Substantive changes, beginning with the formal approval:

<i>Date (Month DD, YYYY)</i>	<i>Update (Approver: change)</i>
September 28, 2023	Yukon University President approved the Policy Framework
May 27, 2025	Revision to reflect changes to the Policy PO 1.0



# Section II. Policy on Policies



## Policy on Policies – PO 1.0

<b>Policy Title:</b>	<b>Policy on Policies</b>
Policy Approver:	President
Policy Holder:	University Secretariat
Executive Lead:	University Secretary and General Counsel
Category:	Administrative Operational
Original Date:	June 2023
Last Revised:	May 2025
Next Review:	June 2028

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### Policy Statement

Yukon University is committed to having its policies, processes, and practices aligned with its mission, strategic plan, institutional values, and legislative requirements.

This policy ensures that Yukon University and the communities it serves are guided by, and have easy access to high quality, easily understood policies.

Policy development will comply with the Yukon University Policy Framework, as articulated in this document and its procedures.

### Approval Statement

With the consent of the President’s Executive Committee and approval of the President, this policy is hereby deemed in effect May 27, 2025

A handwritten signature in black ink, appearing to read 'Lesley Brown'.

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Lesley Brown  
President and Vice-Chancellor  
Yukon University

Click or tap to enter a date.

08/15/2025

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Date

## 1. Purpose of Policy

This policy ("Policy") is established to define the guiding principles and procedures for managing policy development, approval, review, maintenance, and retirement at Yukon University ("University").

## 2. Governing Legislation and Relevant Documents

Yukon University Act.

BOG 3.0 Yukon University President Responsibilities Policy.

Yukon University Style Guide.

## 3. Scope

This Policy applies to all policies at Yukon University with the exception of Board of Governors and Senate policies relating to the internal self-governance of those bodies (Governance Policies).

## 4. Definitions

- **Academic Policy** directs activities that are academic in nature and/or that are legislated by the Yukon University Act as powers of the Senate. Academic Policies primarily affect the pedagogical and research objectives of the institution, or directly affect student life at the institution regarding quality of programming or programs offered. The University's Academic Regulations and Procedures are included under this category. The authority for academic governance, and therefore academic policies, rests with the Senate.
- **Administrative Operational Policies** are policies within the jurisdiction of the President either through the Yukon University Act or delegated by the Board of Governors, which deal with the management, business, and/or operations of the University.
- **Approval Authority** is the authority (person or governing body) responsible for setting the policy direction for the institution. Per the Yukon University Act, that authority will be the Board of Governors, President, or the Senate. While the approval authority has the authority to set policies as outlined in the Yukon University Act, the responsibilities of policy development, implementation, review, and compliance will generally be designated to a particular department, division, or office (see the Policy Holder definition).
- **Board Operational Policies** are policies within the jurisdiction of the Board of Governors pursuant to the Yukon University Act which have not been delegated to the President and deal with the management, business and/or operations of the University.

- **Executive Lead** is a person or position designated by the Policy Holder to operationalize the policy. Responsibility rests with the senior administrator of the designated department, division, or office to implement the policy and promote institutional compliance. Those designated as Executive Lead will often be more directly involved in the creation and implementation of respective policies and procedures.
- **Governance Policy** is a policy of either the Board of Governors or the Senate which relates to the internal governance and accountability of that body. Governance policies deal with self-governance of either the Senate or the Board of Governors and are not within the scope of this Policy Framework.
- **Reconciliation** is an evolving conversation emerging from listening to Yukon's First Nation people on this journey. Yukon University strives to recognize and integrate Indigenous values, cultures, languages, and ways of knowing and doing across programs, services, governance, policies, and space as guided by the University's Reconciliation Framework.
- **Non-Substantive Changes** are changes to existing policies and procedures that do not change the content, substance or meaning of a policy, or changes that add clarity, are seen as non-substantive changes. These include but are not limited to changes in names, positions, and contact information; updates to linked documents; and spelling or grammar errors. A policy updated with non-substantive changes does not need to go through the approval or communication processes.
- **Policy** is a formal statement of principles which indicates how Yukon University will act in a particular situation. A Policy addresses broad issues, is congruent with institutional values, strategic priorities, mission, and vision, and is a formal mechanism for promoting individual and institutional accountability. Because it includes a statement of principles rather than actions, it should serve the institution over an extended period of time without the need for frequent review or alteration.
- **Policy Holder** is a designated department, division, or office of the University, tasked with carrying out the work of policy development, implementation, review, and compliance, based on the content of the policy and consistent with current organizational structure. Responsibility rests with the senior administrator of the designated department, division, or office to champion the policy throughout the institution.

- **President's Executive Committee (PEC)** is comprised of the Vice-Presidents and Associate Vice-Presidents reporting directly to the President and representing the most senior managers from across the University.
- **Procedures** define the manner in which a policy is implemented. A Procedure provides guidance and/or a series of interrelated steps, using established methods and/or forms, and is designed to achieve a consistent approach for compliance with an associated Policy. Procedures will be reviewed and updated more frequently than policies in order to ensure that they reflect the current organizational structure, regulatory framework, and institutional and societal context, and take into account any other relevant changes in circumstances. A Procedure must have a Policy associated with it.
- **Proponent** is the person who suggests or puts forward a policy. Normally, the administrator responsible is the proponent; however, in some circumstances a committee chair may serve as the Proponent.
- **Senior Leadership Council (SLC)** is comprised of all members of the President's Executive Committee and the leaders of each academic faculty and administrative department across the University.
- **Yukon University Community** is all employees of Yukon University, those who do business with the University, and University students (full or part time; credit or non-credit).

## 5. Guiding Principles

- Policies support Yukon University's mission, strategic plan, and/or institutional values.
- Policy development and maintenance is a transparent and inclusive process that provides appropriate opportunities for affected stakeholders to provide input.
- Policies comply with all applicable statutory and other legal requirements and are approved by the appropriate authority before taking effect.
- Policies are clear, concise, reflect institutional principles, and are written in plain language.
- Consultation with the University Community on changes to policies should allow for input in advance of decision making.
- Policies provide guidance on pertinent matters within the University but do not overly bureaucratize operations.
- Once approved, policies are made publicly accessible on the Yukon University website.
- Proponents and Executive Leads are responsible for ensuring that all documents are completed and sent to the appropriate individuals and/or committees.
- Policies are regularly reviewed – and if needed, updated – to ensure currency.

## 6. Other Related and/or Accompanying Documents

- PO 1.1 Yukon University Policy Procedures
- Forms:
  - Policy Planning Form (Appendix A)
  - Policy Submission Briefing Note (Appendix B)
  - Policy Feedback Form (Appendix C)
- Templates:
  - Policy Template (Appendix D)
  - Procedures Template (Appendix E)

## 7. Document History

Include all updates here, including Non-Substantive changes, beginning with formal approval.

<i>Date (Month DD, YYYY)</i>	<i>Update (Approver: change)</i>
September 28, 2023	Yukon University President: approval of the Policy
May 27, 2025	Scheduled revision; non-substantive edits.

## Section III. Policy Procedures



### Policy on Policies Procedures – PO 1.1

<b>Procedures Title:</b>	<b>Policy on Policies Procedures</b>
Associated Policy:	PO 1.0 Policy on Policies
Policy Approver:	President
Policy Holder:	University Secretariat
Executive Lead:	University Secretary and General Counsel
Category:	Administrative Operational
Original Date:	June 2023
Last Revised:	May 2025
Next Review:	June 2028

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#### 1. Purpose and Background

The following procedures are intended to provide clear direction on how policies will be developed, reviewed, approved, maintained, and retired at Yukon University ("University").

#### 2. Guidelines

##### 2.1. All Academic and Operational policies must:

- follow the Yukon University Policy Framework, including the PO 1.0 Policy on Policies and PO 1.1 Policy Procedures;
- clearly identify the members of the Yukon University community and campus visitors expected to comply with the Policy;
- outline how members of the Yukon University community and campus visitors are expected to act, any sanctions associated with Policy breach, and where the accountability for ensuring compliance resides;
- provide an appropriate process for dispute resolution;
- have companion procedures that outline the functions, duties, and responsibilities of persons to whom the policy applies;
- have been developed in accordance with the Reconciliation Framework;
- adhere to the approved forms; and
- have an identified Policy Holder with an office represented at the Senior Leadership Council.

- 2.2.** Policy making is an inclusive process, and Yukon University encourages all members of the University Community to make policy recommendations. Individuals making policy recommendations are encouraged to seek assistance from their instructor (for Student Proponents) or immediate supervisor (for Employee Proponents), as appropriate.

### **3. Definitions**

Defined terms in these procedures have the same meaning as defined terms in PO 1.0 Policy on Policies.

### **4. Procedures**

#### **4.1. Administrative Operational Policy** development and review process

##### **A. Identification of Need**

- Any member of the University Community may suggest that a new Administrative Operational Policy, or a revision of an existing policy, is required. The individual proposing the new or revised policy must complete the Policy Planning Form. If the policy is new, the completed form should be submitted to the University Secretariat who will identify an appropriate Executive Lead. If the policy already exists, the completed form must be provided to the Executive Lead. The Executive Lead may provide initial feedback on the Policy Planning Form. If the Executive Lead believes the policy change or addition is valid, they will forward information to the University Secretariat.

##### **B. Concept Approval**

- A proposal for a new policy, or revision to an existing policy, will be considered by the President's Executive Committee who will meet for initial feedback. Following an assessment of need, the President's Executive Committee may recommend that policy development proceed, and if so, will identify (or confirm) an appropriate Executive Lead.
- The University Secretariat provides a template, advises about consultation (including advice about the need for legal review), and identifies the appropriate approval path.
- The University Secretariat will also advise the individual who proposed the policy whether the proposal is proceeding and, if so, who the Executive Lead is.

### C. Drafting

- The Executive Lead will be responsible for drafting the policy.
- If needed, they may establish an ad hoc committee for support. Executive Leads are encouraged to research similar policies from other institutions and incorporate features of those policies as appropriate.

### D. Pre-consultation Draft Approval

- The Executive Lead will send the draft policy with the Policy Submission Briefing Note to the Senior Leadership Council for review and approval, in accordance with the Council's submission timeline and requirements. The submitted copy of the draft policy must be clean, i.e., without mark-ups, comments, and highlights, unless it is a policy revision, in which case track changes permitted.
- The Senior Leadership Council will review and approve the draft policy for consultation.

### E. Consultation

- The consultation will be administered by the University Secretariat.
- The University Secretariat will post the consultation copy on the Policies SharePoint site for a period of 30 days (typical process; see section 4.5 for expedited process) and notify the YukonU community through an established university-wide communication channel (such as the University Update newsletter).
- The Executive Lead will collect the feedback, revise the draft policy, and provide its final version (clean – see section D for requirements) with the completed Policy Feedback Form and Policy Submission Briefing Note to the University Secretariat for the next steps. The Executive Lead and the University Secretariat will determine whether the final draft is substantially different from the consultation copy approved by the Senior Leadership Council (under section D above). If it is, the final draft will be sent back to the Senior Leadership Council for endorsement; if not, it will proceed to the Approval stage.

### F. Approval

- The President's Executive Committee will consider the final draft policy, and vote whether to recommend the policy to the President for final approval and signing. If not recommended, the policy will be returned to the Executive Lead with recommendations on what needs to be revised.
- The University Secretariat will coordinate signing of the approved policy, its publishing on the University website, and communication to the University Community.



## **4.2. Board Operational Policy** development and review process

### **A. Identification of Need**

- Any member of the University Community may suggest that a new Board Operational Policy, or a revision of an existing policy, is required. The individual proposing the new or revised policy must complete the Policy Planning Form (Appendix A). If the policy is new, the completed form should be submitted to the University Secretariat who will identify an appropriate Executive Lead. If the policy already exists, the completed form must be provided to the Executive Lead. The Executive Lead may provide initial feedback on the Policy Planning Form. If the Executive Lead believes the policy change or addition is valid, they will forward information to the University Secretariat.

### **B. Concept Approval**

- A proposal for a new policy, or revision to an existing policy, will be considered by the relevant Board Committee<sup>1</sup>. Following an assessment of need, the Governance Committee may recommend that policy development proceed, and if so, will identify an appropriate Executive Lead.
- The University Secretariat provides a template, advises about consultation (including advice about the need for legal review), and identifies the appropriate approval path.
- The University Secretariat will also advise the individual who proposed the policy whether the proposal is proceeding and, if so, who the Executive Lead is.

### **C. Drafting**

- The Executive Lead will be responsible for drafting the policy.
- If needed, they may establish an ad hoc committee for support. Executive Leads are encouraged to research similar policies from other institutions and incorporate features of those policies as appropriate.

### **D. Pre-consultation Review**

- The Executive Lead will send the draft policy with the Policy Submission Briefing Note to the President's Executive Committee for review and approval, in accordance with the Committee's submission timeline and requirements. The submitted copy of the draft policy must be clean, i.e., without mark-ups, comments, and highlights, unless it is a policy revision, in which case track changes permitted.

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<sup>1</sup> Board's Governance Committee or other Board's Committee as delegated by the Board and reflected in the Policy BOG 6.0 Board Governance)

- The President's Executive Committee will review and approve the draft policy for consultation.

#### E. Consultation

- The consultation on the draft policy will be administered by the University Secretariat.
- The University Secretariat will post the consultation copy on the Policies SharePoint site for a period of 30 days (typical process; see section 4.5 for expedited process) and notify the YukonU community through an established university-wide communication channel (such as the University Update newsletter).
- The Executive Lead will collect the feedback, revise the draft policy, and provide its final version (clean – see section D for requirements) with the completed Policy Feedback Form and Policy Submission Briefing Note to the University Secretariat for the next steps.

The Executive Lead and the University Secretariat will determine whether the final draft is substantially different from the consultation copy approved by the President's Executive Committee (under section D above). If it is, the final draft will be sent back to the President's Executive Committee for endorsement; if not, it will proceed to the Approval stage.

#### F. Approval

- The relevant Board Committee will consider the policy, and vote on whether to recommend the policy to the Board of Governors for final approval. If recommended, the policy will be forwarded to the Board of Governors for approval. If not recommended, the policy will be returned to the Executive Lead with recommendations on what needs to be revised.
- The University Secretariat will coordinate signing of the approved policy, its publishing on the University website, and communication to the University Community.

### 4.3. **Academic Policy** development and review process

#### A. Identification of Need

- Any member of the University Community may suggest that a new Academic Policy, or a revision to an existing policy, is required. The individual proposing the new or revised policy must complete the Policy Planning Form. If the policy is new, the completed form should be submitted to the University Secretariat who will identify an appropriate Executive Lead. If the policy already exists, the completed form must be provided to the Executive Lead. The Executive Lead may provide initial feedback on the Policy Planning

Form. If the Executive Lead believes the policy change or addition is valid, they will forward information to the University Secretariat.

#### B. Concept Approval

- A proposal for a new policy, or revision to an existing policy, will be considered by the Provost Council. Following an assessment of need, the Provost may recommend that policy development proceed, and if so, shall identify an appropriate Executive Lead.
- The University Secretariat provides a template, advises about consultation (including advice about the need for legal review), and identifies the appropriate approval path.
- The University Secretariat will also advise the individual who proposed the policy whether the proposal is proceeding and, if so, who the Executive Lead is.

#### C. Drafting

- The Executive Lead will be responsible for drafting the policy.
- If needed, they may establish an ad hoc committee for support. Executive Leads are encouraged to research similar policies from other institutions and incorporate features of those policies as appropriate.

#### D. Pre-consultation Review

- The Executive Lead will send the draft policy with the Policy Submission Briefing Note to the Provost Council for review and approval, in accordance with the Council's submission timeline and requirements. The submitted copy of the draft policy must be clean, i.e., without mark-ups, comments, and highlights, unless it is a policy revision, in which case track changes permitted.
- The Provost Council will review and approve the draft policy for consultation.

#### E. Consultation

- The consultation will be administered by the University Secretariat.
- The University Secretariat will post the consultation copy on the Policies SharePoint site for a period of 30 days (typical process; see section 4.5 for expedited process) and notify the YukonU community through an established university-wide communication channel (such as the University Update newsletter).
- The Executive Lead may provide drafts to the Academic Standards Committee and meet with them to obtain feedback throughout the drafting process.
- The Executive Lead will collect the feedback, revise the draft policy, and provide its final version (clean – see section D for requirements) with the completed Policy Feedback

Form and Policy Submission Briefing Note to the University Secretariat for the next steps.

- The Executive Lead and the University Secretariat will determine whether the final draft is substantially different from the consultation copy approved by the Provost Council (under section D above). If it is, the final draft will be sent back to the Provost Council for endorsement; if not, it will proceed to the Approval stage.

#### F. Approval

- The Academic Standards Committee will consider the policy, and vote whether to recommend the policy to the Senate for final approval. If recommended, the policy will be forwarded to the Senate for final approval and signature by the Co-chairs. If not recommended, the policy will be returned to the Executive Lead with recommendations on what needs to be revised.
- The University Secretariat will coordinate signing of the approved policy, its publishing on the University website, and communication to the University Community.

#### 4.4. Policy Retirement

- The approval process and authorities for policy retirement is the same as for policy development and review, based on the policy category as outlined in sections 4.1, 4.2. and 4.3 of these procedures and in Table 1 of the Policy Framework document; there is no consultation stage for the policy retirement.
- For proposal submission, the Executive Lead of the policy needs to prepare a Policy Submission Briefing Note.

#### 4.5. Policy Approval Authority:

- Policies are not approved nor in effect until signed by the appropriate approval authority.
- Notification of approval will be through an established university-wide communication channel (such as the University Update newsletter), and the approved policy will be made available on the University website.
- All policies not yet approved will have a watermark indicating they are draft documents. Draft documents are of no legal force or effect within the University.
- All final drafts of policies must be submitted to the University Secretariat, who will coordinate their signature consideration and signature with the approval body.

#### **4.6. Requests for Expedited Reviews**

- 4.6.1. Most policies will not qualify for an expedited review, and these are only to be requested in exceptional circumstances.
- 4.6.2. In such circumstances, a policy and/or its procedures may qualify for an expedited review process. If this is being requested, the Policy Planning Form should clearly explain the exceptional circumstances that call for an expedited review. These may include significant legal or fiscal liabilities, as well as impacts to the University's reputation and public trust.
- 4.6.3. Expedited policy and/or procedure reviews will receive the highest priority of attention from the University Secretariat who will bring the request for expedited review with a recommendation to the President's Executive Committee. An expedited review shall not be granted unless the President's Executive Committee agrees. The University Secretariat will determine what consultation obligations and/or processes may be waived, and suggest an appropriate review schedule (typically, no longer than twelve (12) months from expedited approval).

#### **4.7. Policy Reviews**

- 4.7.1. All new policies will be reviewed within two years of the approval date.
- 4.7.2. All new policies that received expedited approval will be reviewed within one year of the approval date.
- 4.7.3. All active policies will be reviewed at least once every five years.
- 4.7.4. It is the responsibility of the Policy Holder to adhere to the review schedule for all active policies they hold. This includes all preparatory work in advance of the review date set out in the policy header. The Policy Holder may decide to review a policy in advance of its scheduled review date as set in the policy review schedule, either at their discretion or at the request of the President.
- 4.7.5. For clarity, the review process will mirror the policy development process outlined in sections 3.1, 3.2 and 3.3.

Reconciliation Policy proponents are to make all reasonable efforts to ensure that new and reviewed policies reflect institutional commitments to Reconciliation, and the policy proponent is responsible for this work.

The current description of Reconciliation is found in the Definitions section of PO 1.0. Beyond this definition, proponents should review the University's Reconciliation Framework and ensure the policy under development can work to advance

reconciliation between Indigenous and non-Indigenous communities. Proponents are encouraged to pursue policies and policy amendments that promote reconciliation and that pay particular attention to the needs and success of Indigenous students.

#### **4.8. Non-Substantive Changes**

Policy Holders can request, via a memo to the University Secretariat, changes that are “Non-Substantive Changes” in nature, and the University Secretariat has the authority to approve and direct implementation of such changes. These may include changes in department names, earlier review dates, job titles, policy renumbering, and/or spelling and grammar. Non-Substantive changes cannot change the substantive content of a policy. The University Secretariat will advise the Policy Holder if it feels the changes are larger than Non-Substantive.

#### **4.9. Policy Format**

Policies submitted for review and approval will use plain language as described within the Yukon University Style Guide, will follow a consistent format as found in the approved Policy and Procedures templates appended to this Procedure, and will be gender neutral, understandable, and as concise and clear as possible.

### **5. Exceptions to the Procedures**

There are no foreseen exceptions to these procedures. This document already provides for an expedited approval process in extraordinary circumstances.

### **6. Problem Solving**

Any questions or concerns arising out of the intent, content, implementation, application, or interpretation of this policy should be reported to the University Secretariat.

Where a concern or dispute arises from a decision made as a result of enforcing this policy, the University Secretariat should be notified as soon as possible after the decision has been made. In such cases the University Secretariat will advise the concerned individual(s) of the appropriate appeal process to follow under the circumstances.

A draft policy that is submitted for review and approval to Senior Leadership Council, Senate, or the Board of Governors that does not meet the policy development requirements, or policy format specifications, or include all associated forms, templates, and documentation, may be returned to the policy holder for completion and re-submission.

## 7. Document History

Include all updates here, including Non-Substantive changes, beginning with formal approval.

<i>Date (Month DD, YYYY)</i>	<i>Update (Approver: change)</i>
September 28, 2023	Yukon University President: approval of the Procedures
May 27, 2025	Revised and approved by PEC