



# Administration of Board Policies

<b>Category:</b>	Finance & Administration
<b>Number:</b>	4.00
<b>Responsibility:</b>	VP, Finance & Administration
<b>Approval:</b>	Board of Trustees
<b>Approval Date:</b>	
<b>Issue Date:</b>	Issued May 2004
<b>Next Review:</b>	June 2007

## INTRODUCTION

Brock University has developed a number of policies that communicate the University's official position on issues that have institutional-wide implications.

## PURPOSE

The purpose of this policy is

- To outline the key elements of a University-wide policy.
- To communicate responsibilities for administering policy.

## SCOPE

This policy applies equally to all Brock University Departments, Faculties and related organizations.

## POLICY

1. Each institutional policy:
  - follows a prescribed format for consistency and ease of reference.
  - states the University's position on a particular subject that has University-wide implications.
  - mandates or restricts actions to ensure compliance with governing principles, laws and regulations.
  - provides guidelines, alternatives and limits to decision makers.
  - promotes operational efficiency and/or minimizes risk consistent with the University's objectives.
2. While the Senior Administrators' Council, the Finance & Administrative Directors, the employee unions and any other special committee deemed relevant will normally review University-wide policies prior to receiving Board approval, the Board of Trustees is the final authority for all University-wide policies.
3. Policies reflect the University's mission. The mission does not change frequently, but is not static. It, like policies, may change from time to time based on new legislation or changing circumstances.
4. The official responsible for the administration of the policy must:
  - Recommend revisions to the policy when necessary.
  - Provide interpretation of the policy when questions arise.
  - Provide procedures for the efficient application of the policy.
  - Approve individual exceptions to policy where appropriate.

5. It is the responsibility of all Deans and Directors/Unit Heads to
  - communicate with those under their direction regarding the existence and adherence to policies, and
  - take appropriate action where problems arise due to non-compliance or misunderstanding.
6. Faculty and staff are responsible to familiarize themselves with the contents of all institutional policies and to conduct themselves accordingly.
7. Where the institutional policies and/or procedures are inconsistent with provisions in any existing agreement between the University and its faculty, staff, or external party, that agreement will prevail.
8. The official University policies come under the authority of various governing entities and are grouped accordingly. Each area is responsible for keeping their policies up to date and informing the University Secretary of any changes to the links and contents of their policy web site. The policy manual only exists on the web. Where the policy is currently under review or development, this fact should be noted on the web site in the Under Review section of the policy.
9. Persons who need to rely on the text of the policies for legal and other purposes may obtain an official version of the policy from the University Secretary.