



Policy on Establishing Senate Academic Policies and Procedures

Subject: Writing, Issuing and Maintaining Senate Academic Policies and Procedures

Sections: [Purpose](#); [Definitions](#); [Policy](#)

Approving Authority: Senate

Responsible Committee: Senate Committee on Academic Policy

Related Procedures: [Procedure for Establishing New Senate Academic Policies or Amending Existing Policies](#)

Officer(s) Responsible for Procedure: University Secretary

Related Policies: *

Effective Date: March 18, 2022

Supersedes: (NEW)

I. PURPOSE

The purpose of this policy is to establish a consistent approach to the development of Senate Academic Policies and Procedures and to thereby ensure that members of the University community have ready access to well-developed and clear policies.

This document defines Senate Academic Policies and Procedures, outlines the steps for formulating, approving, issuing, amending, and revoking Senate Academic Policies and Procedures, and defines the roles and responsibilities of responsible individuals and offices. University policies under the jurisdiction of the Board of Governors are not covered under this policy.

Western University formally approves, issues, and maintains all Senate Academic Policies and Procedures using a consistent process and format. Parties responsible for developing and maintaining Senate Academic Policies and Procedures must follow the requirements outlined in this document and in the associated Procedures for drafting, approving, revising and withdrawing Senate Academic Policies and Procedures.

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II. DEFINITIONS

Senate Academic Policy: An official Senate directive that:

- provides guiding or governing principles to be followed in carrying out the academic activities of the University;
- establishes key requirements and responsibilities;
- has broad application throughout the University; and
- is approved by the Senate.

Procedures: Statements that:

- articulate the method by which a Senate Academic Policy is carried out or provide supporting details that may change on a more frequent basis, e.g., deadlines, sessional dates;
- provide clarification or guidance relating to a Senate Academic Policy;
- identify roles and responsibilities; and
- are approved by a designated Officer(s) Responsible for Procedure.

Responsible Committee: The Senate Committee, Subcommittee or Board who is designated to be responsible and accountable for the review of a Senate Academic Policy and for recommending the Senate Academic Policy to Senate.

Officer(s) Responsible for Procedure: The senior academic or administrative leader who is designated to be responsible and accountable for the procedures associated with a policy. More than one Officer may be designated as responsible for a particular Procedure.

Officer(s) Responsible for Procedure may include, but are not limited to, a Vice-President, Vice-Provost, Associate-Vice Provost, University Registrar, University Secretary.

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III. POLICY

1. General

1.01 Senate Academic Policies shall be:

- presented in a common format;
- formally approved by the Senate;
- maintained by the University Secretary and accessible to all interested parties upon request to the University Secretariat and electronically on the University's website, and
- linked electronically to any associated Procedures.

2. Policy Approval and Amendment Process

2.01 All Senate Academic Policies require the approval of the Senate.

2.02 New Senate Academic Policies or changes to existing Senate Academic Policies are reviewed and recommended to Senate by the Responsible Committee.

2.03 Procedures associated with a Senate Academic Policy are developed and approved by the Officer(s) Responsible for Procedure.

The Procedures must align with the Senate Academic Policy:

- At no point may a Procedure be in place in the absence of an associated Senate Academic Policy.
- If at any point there is misalignment of a Senate Academic Policy and its associated Procedure, the Senate Academic Policy will take precedence and the Procedure will be revised to align with the Policy.

2.04 The University Secretary may make editorial changes to a Senate Academic Policy or Procedure provided that such changes do not alter the intended substance of the Senate Academic Policy or Procedure.

2.05 Senate Academic Policies and associated Procedures become operational and enforceable upon approval or at a date specified on approval.

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3. Policy Review

- 3.01 The University Secretariat shall develop a process for the timely review and updating of Senate Academic Policies by the appropriate Responsible Committee.

4. Policy Revocation

- 4.01 Policies may be revoked with the approval of the Senate.
- 4.02 Procedures associated with a Senate Academic Policy may be removed with the approval of the Officer(s) Responsible for Procedure.

5. Consultation

- 5.01 Those responsible for the development or amendment of Senate Academic Policies and Procedures shall engage in timely and appropriate consultation with members of the University's academic community who may be reasonably expected to be affected by the Senate Academic Policy and Procedures.

Last Reviewed:

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