

## GUIDELINES ON THE APPROVAL OF OFFICIAL POLICIES

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### SCOPE

These Guidelines apply to all official policies of Concordia University (the “University”).

### PURPOSE

The purpose of these Guidelines is to outline the process leading to the formal approval of official policies.

### GUIDELINES

1. These Guidelines cover official policies under the jurisdiction of the Board of Governors (the “Board”), Senate as well as policies which have an overarching scope or an application across the University regarding matters of governance, human resources, facilities, student life, health and safety. Such policies may be initiated by academic or administrative units, governing bodies as well as a member of the senior administration, as appropriate.
2. The formulation, consultation and review process for official policies varies depending on the primary constituency for the policy, institutional traditions, University By-Laws as well as external legal constraints.
3. Prior to its formal adoption, an official policy shall be reviewed by the Office of the General Counsel to ensure compliance with respect to its structure and format as well as for clarity and consistency with legislation and other University policies.
4. Policies that fall under the mandate of the Board in accordance with the University’s Charter or By-Laws, or which are considered of sufficient importance because they deal with high risk factors or highly sensitive matters, shall be approved by the Board. A committee of the Board shall review the policy before its presentation for Board approval.
5. When not provided for in the mandate of any committee of the Board, the President shall determine which committee of the Board shall conduct the review (the “mandated committee”). In these circumstances, the mandated committee shall have the ultimate responsibility to recommend approval of the policy to the Board. However, if following its initial review, the mandated committee requires the input of any other committee, it may seek such input without formality and shall notify the President accordingly at the time of such request(s). In the event that the mandated committee determines that it is

not the appropriate committee to conduct the review, it shall notify the Chair of the Board accordingly, in which case the Chair of the Board shall designate another committee of the Board to conduct the review and shall notify the President accordingly.

6. Policies that fall under the mandate of Senate in accordance with the By-Laws shall be approved by Senate. A committee of Senate shall review the policy before its presentation for Senate approval.
7. When not provided for in the mandate of any committee of Senate, the President shall determine which committee of Senate shall conduct the review (the “mandated committee”). In these circumstances, the mandated committee shall have the ultimate responsibility to recommend approval of the policy to Senate. However, if following its initial review, the mandated committee requires the input of any other committee, it may seek such input without formality and shall notify the President accordingly at the time of such request(s). In the event that the mandated committee determines that it is not the appropriate committee to conduct the review, it shall notify Steering Committee of Senate accordingly, in which case Steering Committee of Senate shall designate another committee of Senate to conduct the review and shall notify the President accordingly.
8. All other policies that are of a general administrative or operational nature which fall under the general delegation of the day-to-day administration of the University shall be approved by the President or relevant Vice-President or Chief Officer, following review and recommendation from the President’s executive team.
9. Upon final approval, all official policies shall be posted on the [Official Policies](#) website and all reasonable efforts shall be made to communicate the contents of the policy to those affected.
10. The Secretary-General shall be responsible for the implementation of these Guidelines.

*Office of the Secretary-General  
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