



Policies and Procedures

Mount Royal University has a number of policies and procedures to govern its operation. University policies and procedures apply to all members of the University community. These documents are meant to provide guidance and advice to members of the University community, in a number of academic and management areas.

Policies need to be clear and concise statements of expected behaviors, practices and standards. As policy reflects the values of the University, it is important that new and existing policy be developed or revised using an effective and consistent approach. This supports the University's commitment to being an exemplary organization, one that seeks to adopt best practices in dealing with administrative matters.

With the introduction of bicameral governance, it is necessary to clarify the policy approval process at Mount Royal. The University's Board of Governors and/or General Faculties Council approve policy pursuant to the powers imparted by the *Post-Secondary Learning Act* of Alberta.

Policy Types

Management Policies

Management policies govern the operations and administration of Mount Royal University and direct University staff in their day-to-day work. They support quality, consistency and accountability in the application of University programs and services. These policies reflect the vision, mandate, mission and goals of the University.

These policies include matters relating to (1) the physical environment including buildings and grounds, technical and operations infrastructure, and safety and risk management; (2) human resources issues; and (3) matters relating to content of a financial nature.

Management policies are approved by the Board of Governors.

Examples of Management Policies:

- Campus Sustainability
- Conflict of Interest
- Expense Reimbursement
- Fraud
- Information Management
- Investment
- Mount Royal Computing Resources: Acceptable Use
- Off-Campus Activity Safety
- Philanthropic and Honorific Naming
- Purchasing
- Safe Disclosure
- Space Usage for Extracurricular Activities at Lincoln Park Campus
- Selection of the President of the University

Academic Policies

Academic policies govern areas related to research, instructional and programming services which directly support programs and courses, and supporting and managing non-academic student matters. These policies include (1) matters relating to academic programming and (2) matters relating to research, human ethics, etc.

These policies are approved by the General Faculties Council.

Examples of Academic Policies:

- Academic Standing and Graduation
- Admission and Registration
- Credit Curriculum Approval Process
- Ethics of Research Involving Human Participants
- Grades and Examinations
- Integrity in Research and Scholarship
- Program Definitions
- Research

Primarily Management Policies with Academic Implications

Primarily Management Policies with Academic Implications govern matters that are principally management policies as defined above but have a direct impact on academic operations.

These policies are approved by the Board of Governors with advice from GFC.

Advice is intended to capture any implications or considerations that may have been overlooked in the review process to date. All advice will be thoughtfully considered by the Originator and Sponsor; however, it should not be an expectation that all advice will be incorporated into the final product.

Examples of Management with Academic Implications Policies:

- Awarding of the Academic Emeritus/Emerita Designation
- Institutes at Mount Royal
- Intellectual Property
- Commercialization of Intellectual Property
- Fiscal Responsibility in the Use of Research Funds

Primarily Academic Policies with Management Implications

Primarily Academic Policies with Management Implications govern matters that are mainly academic policies as defined above but have a direct impact on human resources, financial, budget or other administrative areas.

These policies are approved by the Board of Governors upon recommendation from GFC.

Examples of Academic with Management Implications Policies:

- Appointment, Tenure and Promotion
- Research Overhead and Indirect Costs
- Adjunct Faculty
- Endowed Chairs, Executives-in-Residence and Visiting Lectureships
- Library Collections

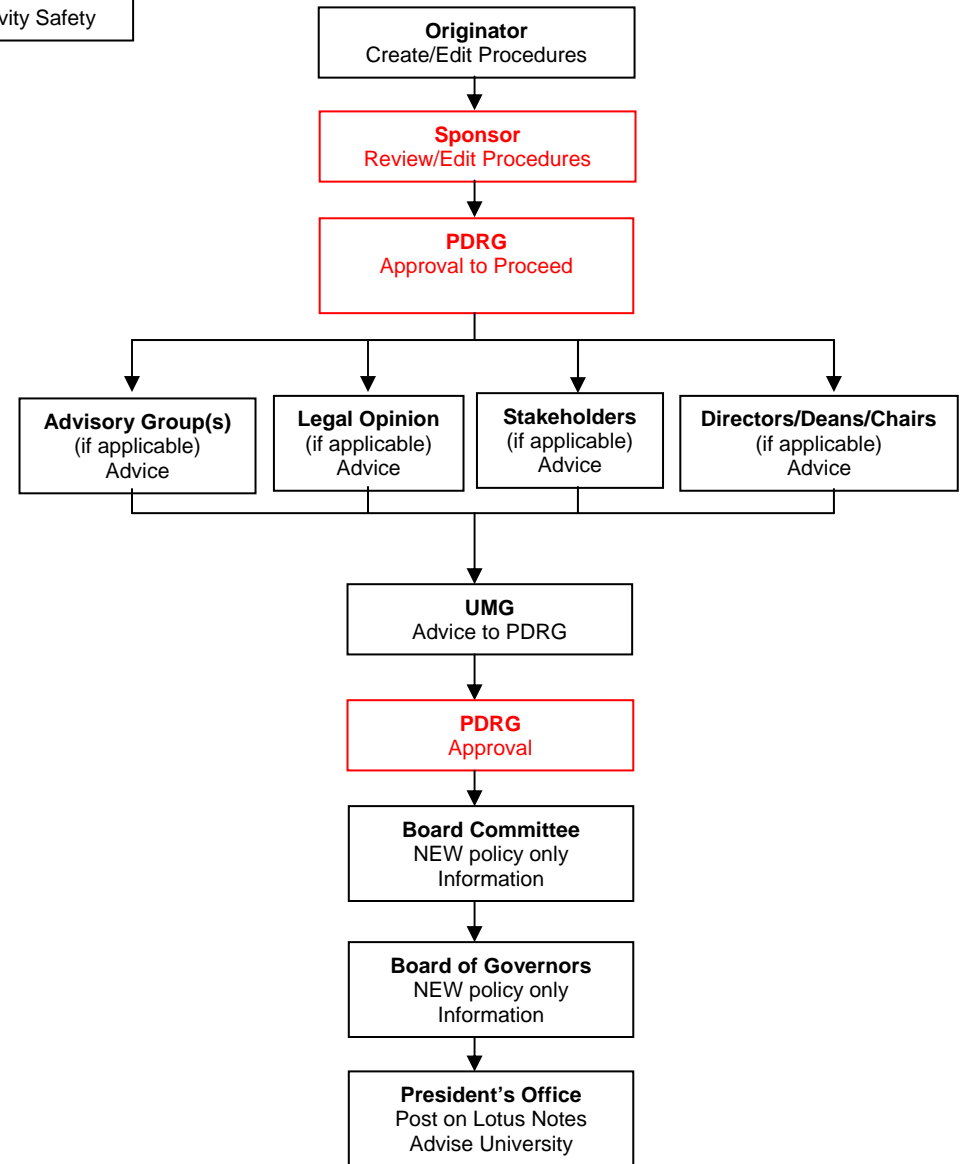
Management Policy Approval Process

Policy Process



- Examples:**
- Expense Reimbursement
 - Legacy Awards
 - Parking
 - Off-Campus Activity Safety

Procedure Process

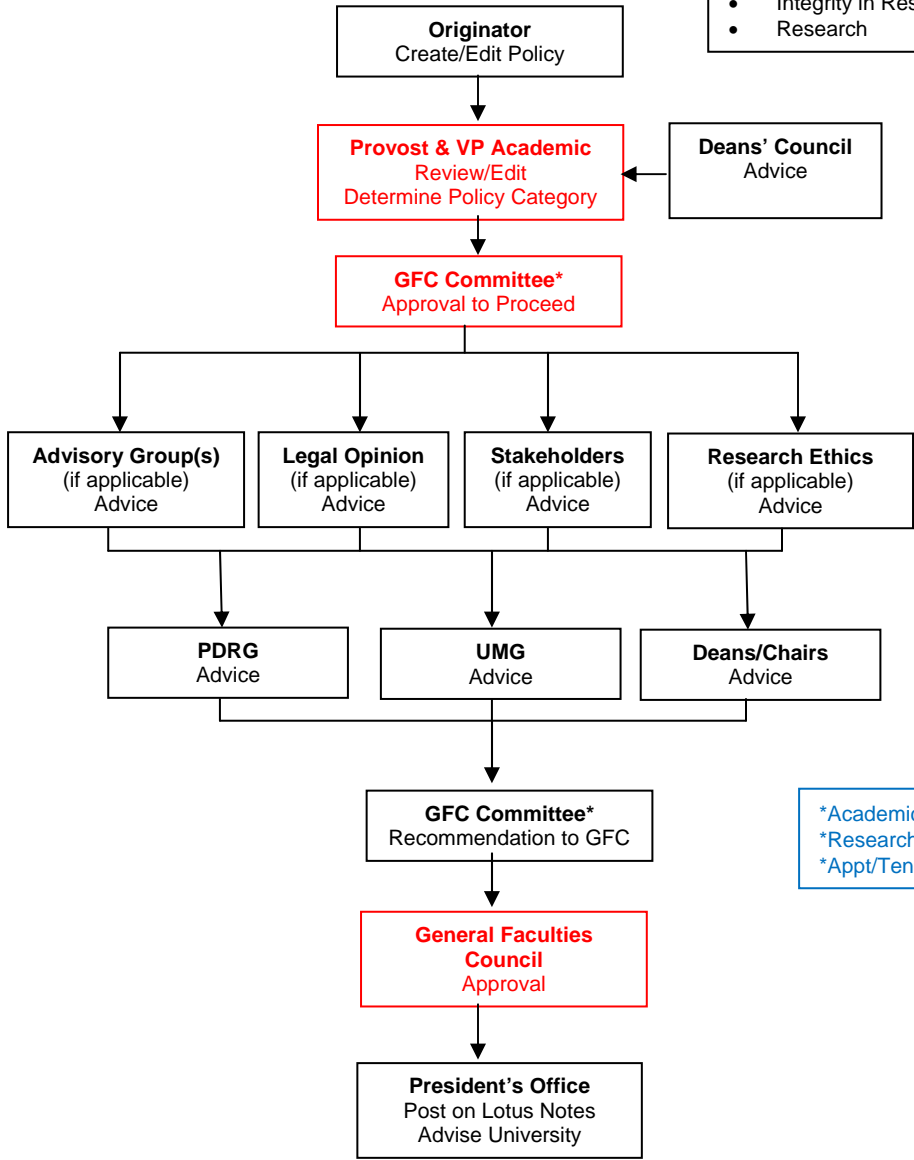


Academic Policy Approval Process

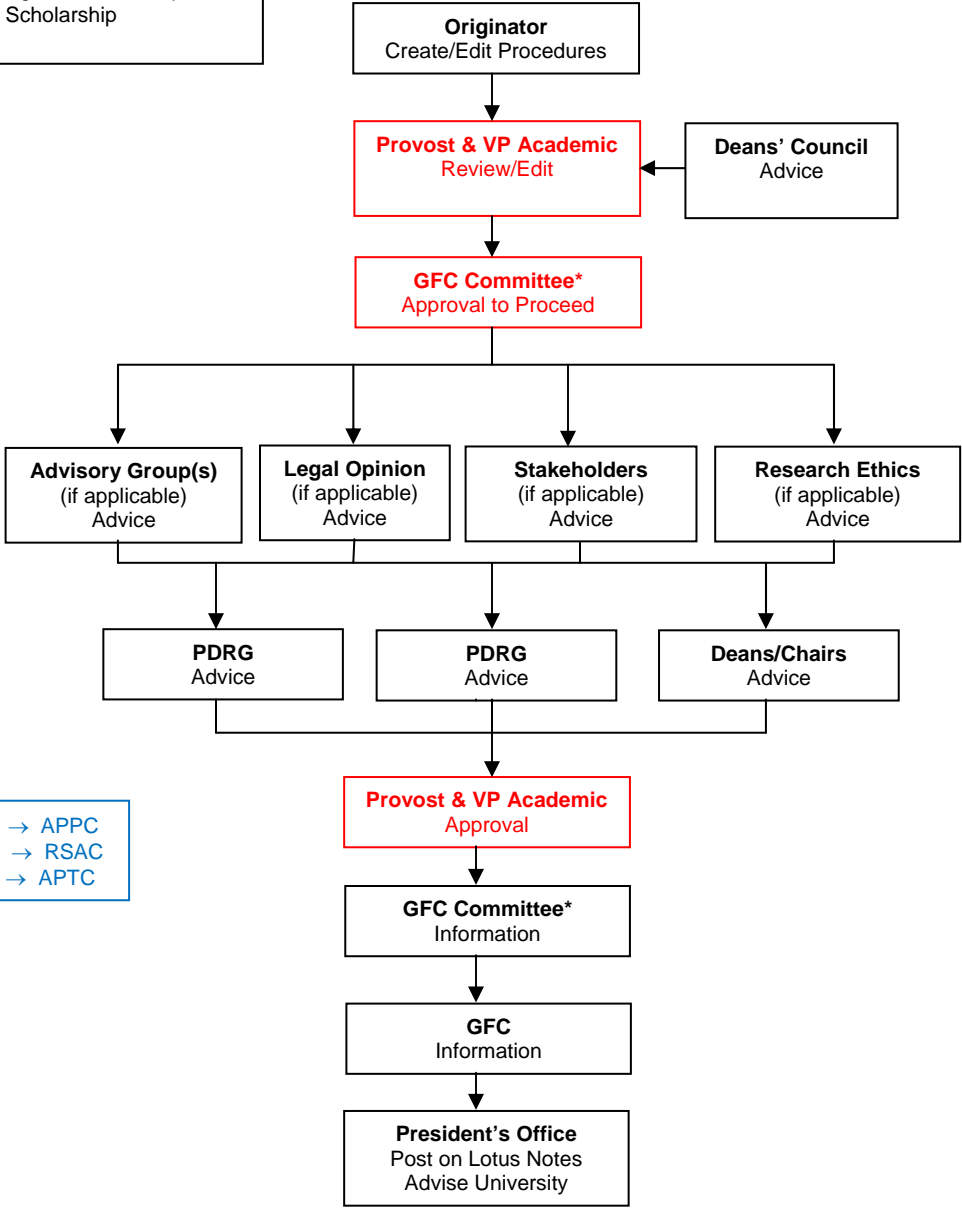
Policy Process

- Examples:**

 - Program Definitions
 - Ethics of Research Involving Human Participants
 - Integrity in Research and Scholarship
 - Research



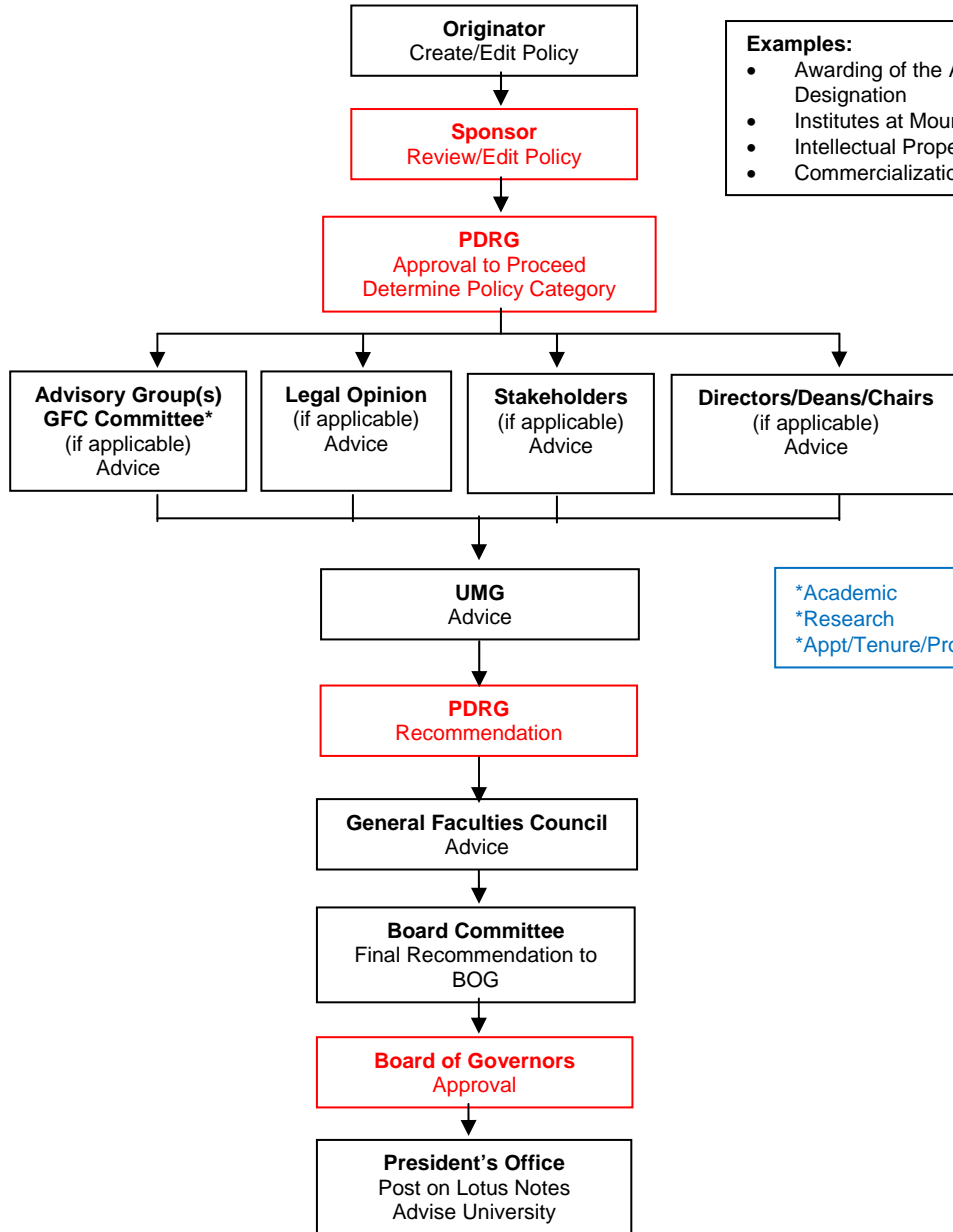
Procedure Process



*Academic → APPC
 *Research → RSAC
 *Appt/Tenure/Promo → APTC

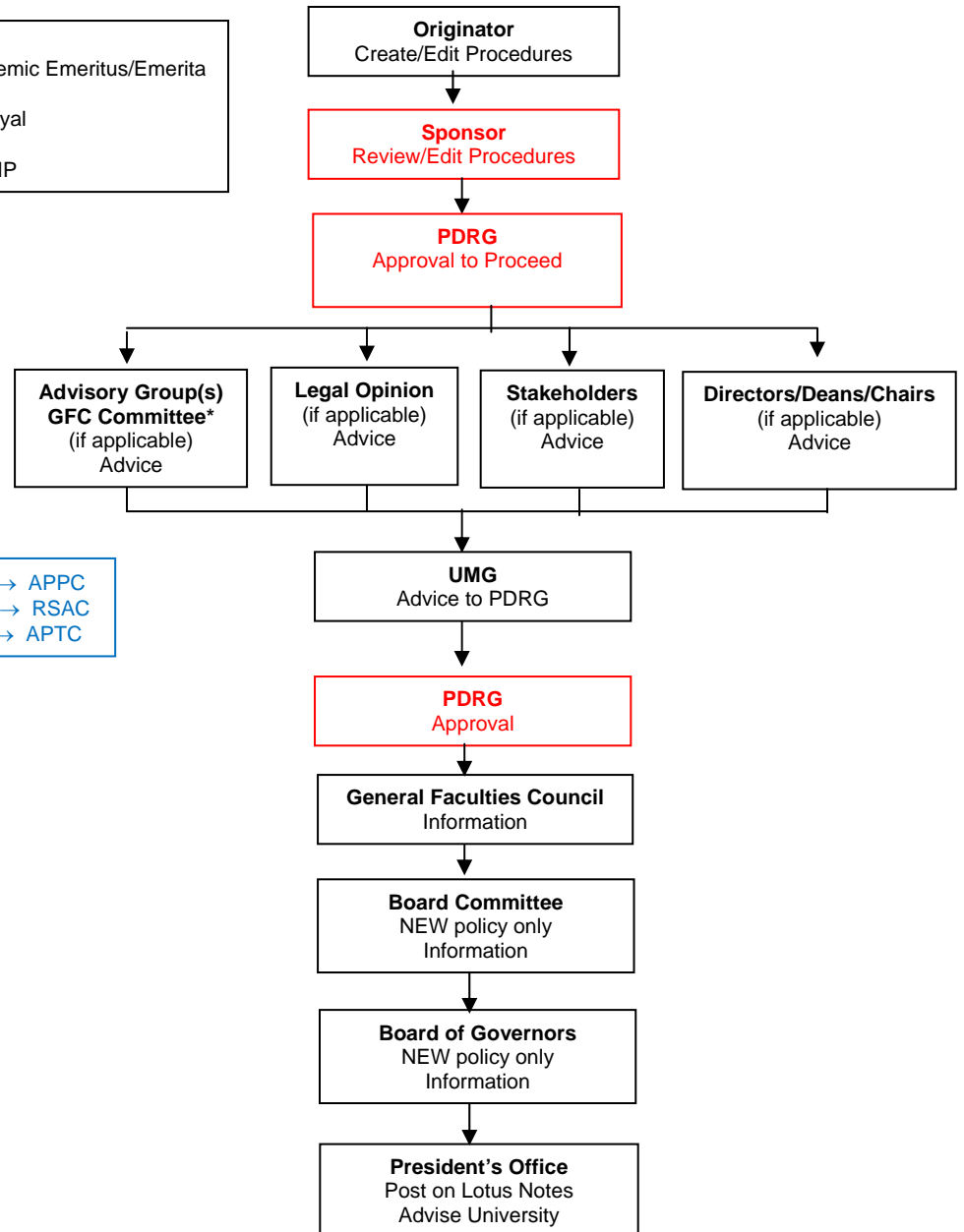
Primarily Management Policy with Academic Implications Approval Process

Policy Process



- Examples:**
- Awarding of the Academic Emeritus/Emerita Designation
 - Institutes at Mount Royal
 - Intellectual Property
 - Commercialization of IP

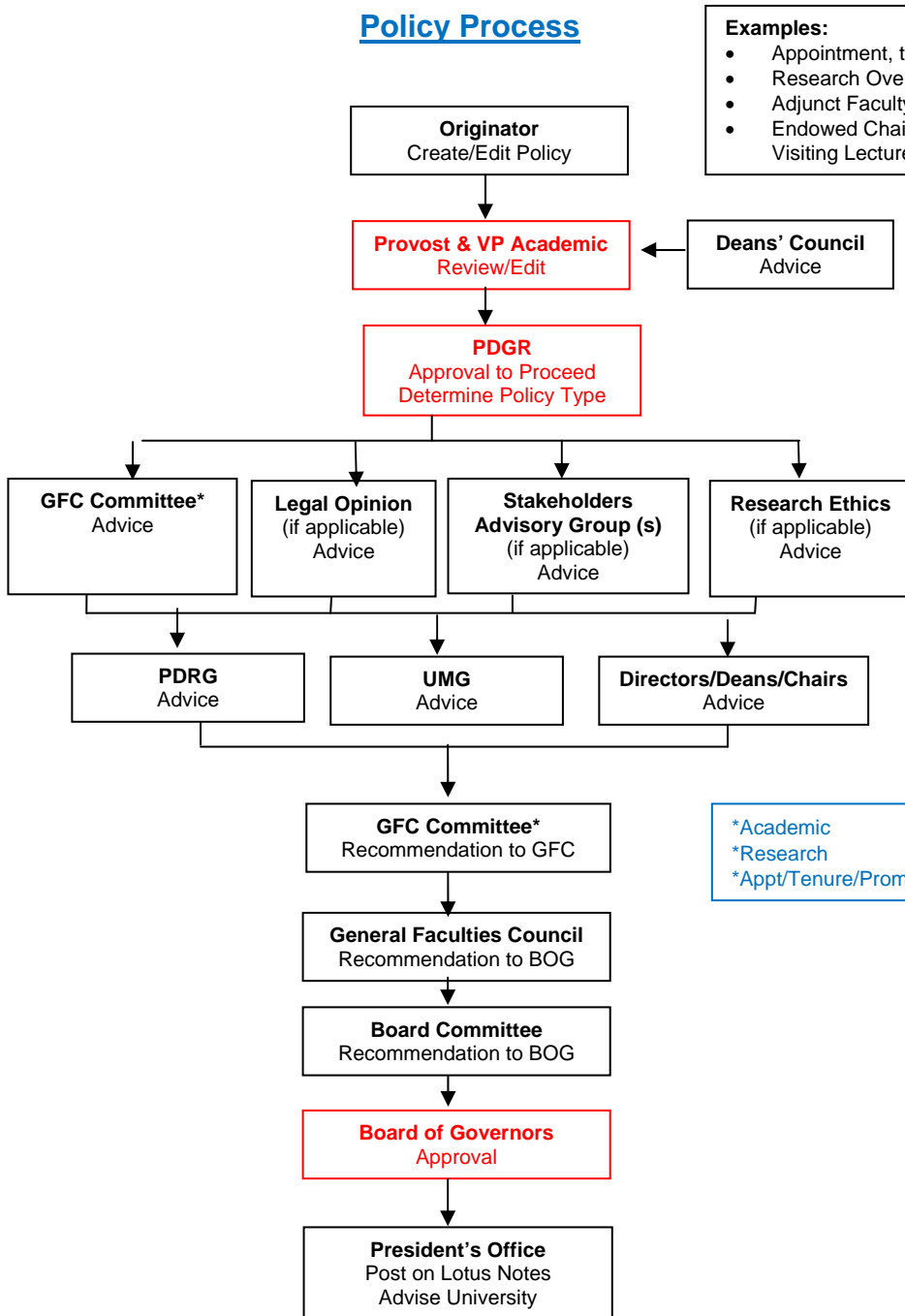
Procedure Process



- *Academic → APPC
*Research → RSAC
*Appt/Tenure/Promo → APTC

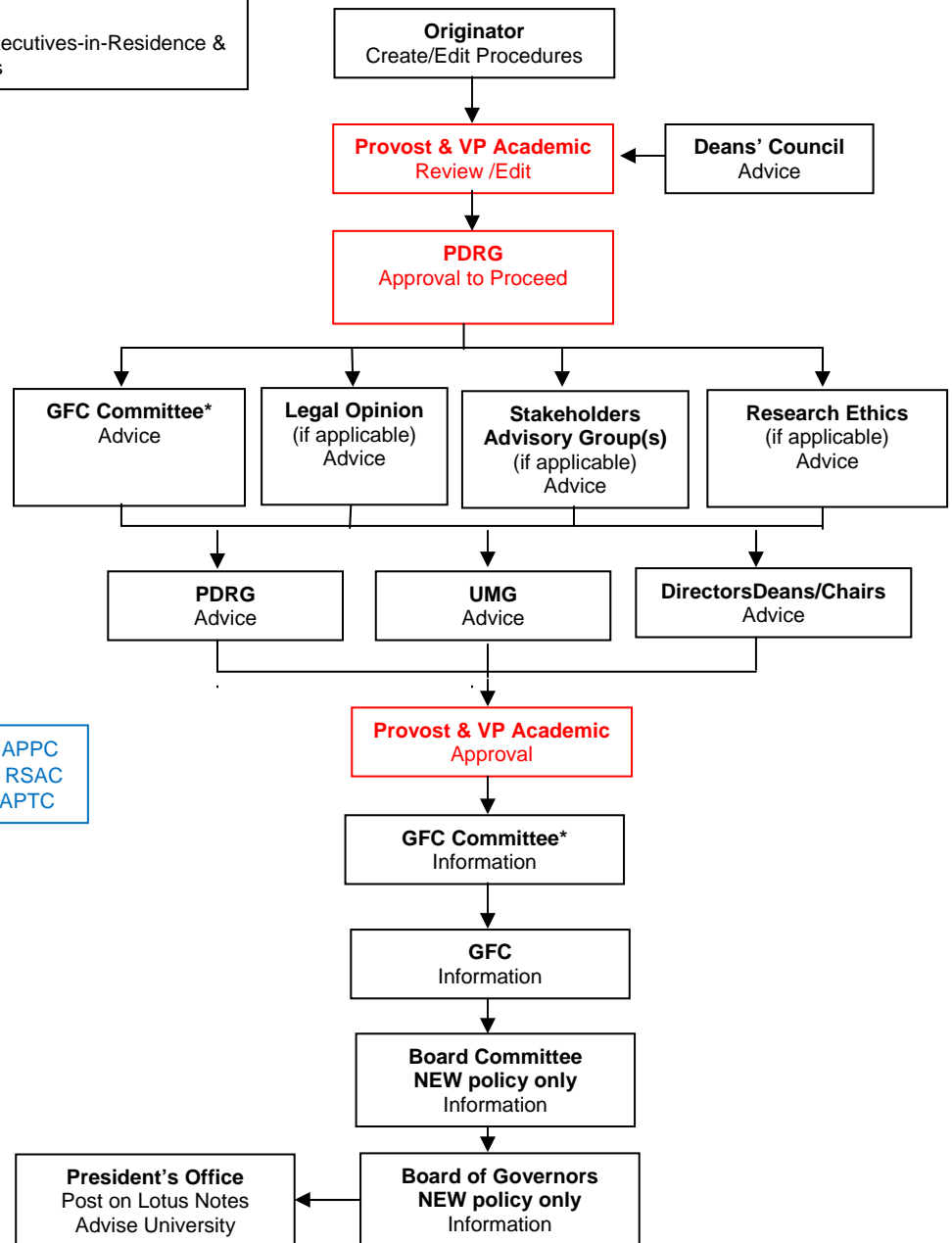
Primarily Academic Policy with Management Implications Approval Process

Policy Process



- Examples:**
- Appointment, tenure or promotion
 - Research Overhead & Indirect Costs
 - Adjunct Faculty
 - Endowed Chairs, Executives-in-Residence & Visiting Lectureships

Procedure Process



- *Academic → APPC
- *Research → RSAC
- *Appt/Tenure/Promo → APTC

Part – [for new policies - assigned by President's office]

[insert name] Policy

POL [new policies - assigned by President's Office]

Policy Type:	[Type determined by PDRG/VP Academic for new policies]		
Policy Sponsor:	[Senior administrator accountable for the area] i.e. Vice-President, Administrative Services	Effective:	
Office of Administrative Responsibility:	[Office responsible for addressing compliance and communication issues for this document] i.e. Financial Services	Last Reviewed:	
Approver:	[Approver determined by policy type]	Approved:	

A. OVERVIEW

This section is optional. Include any background information readers may need to full understand the POLICY below. If not in use, delete “Overview” heading.

B. PURPOSE

This section is mandatory. Identify why the POLICY has been written and/or what activities it seeks to regulate.

C. SCOPE

This section is mandatory. Indicate to whom the POLICY applies. Default is “Compliance with University policy extends to all members of the University community.” However if there are specific constituent groups to which the policy applies to or not, identify specifically.

D. POLICY STATEMENT

This section is mandatory. Write in a clear and concise manner.

(1) CAPITALIZE HEADINGS

(a) If numbering is used,

i. follow the format indicated here [D(1)(a)i]

ii. enter next item in the sequence.

E. DEFINITIONS

This section is optional. Define any unfamiliar or technical terms. Define terms with special meanings. List terms in alphabetical order. Capitalize defined terms in the POLICY STATEMENT.

If not in use, do not delete the "DEFINITIONS" heading. Enter message "There are not definitions for this Policy."

(1) **Item to Define:** definition

(2) **Second Item:** definition

RELATED LINKS (if applicable)

- **Appendices** [Include lengthy or complex reference information that would disrupt the follow of other sections. May contain a flow chart of an entire process.]
- **Procedures** [Name any procedures related to the policy.]
- **Related Policies** [Name any University policies that are referenced in this policy or are integral to an understanding of this policy.]
- **Related Information** [Name any information that provides context to this policy.]
- **References** [Name legal or regulatory references.]

Part – [for new policies – assigned by President's office]

Parent Policy: [insert name] Policy
POL [new policies – assigned by President's Office]

[insert name] Procedure

Procedure Type:	[new policy – determined by PDRG]		
Procedure Sponsor:	[Senior administrator accountable for the area] i.e. Vice-President, Administrative Services	Effective:	
Office of Administrative Responsibility:	[Office responsible for addressing compliance and communication issues for this document] i.e. Financial Services	Last Reviewed:	
Approver:	[Approver determined by policy type]	Approved:	

1. OVERVIEW

This section is optional. Include any background information readers may need to full understand the PROCEDURE below. If not in use, delete "Overview" heading.

2. PURPOSE

This section is mandatory. Identify why the PROCEDURE has been written and/or what activities it seeks to instruct.

3. SCOPE

This section is mandatory. Indicate to whom the PROCEDURE applies. Default is "Compliance with University procedure extends to all members of the University community." However if there are specific constituent groups to which the policy applies to or not, identify specifically.

4. DEFINITIONS

This section is optional. Define any unfamiliar or technical terms. Define terms with special meanings. List terms in alphabetical order. Capitalize defined terms in the PROCEDURES.

It not in use, do not delete the "DEFINITIONS" heading. Enter message "There are not definitions for these Pr."

4.1 Item to Define: definition

4.2 Second Item: definition

5. PROCEDURES

This section is mandatory. Write in a clear and concise manner.

5.1 CAPITALIZE HEADINGS

5.1.1 If numbering is used,

5.1.1.1 follow the format indicated here.

5.1.1.2 enter next item in the sequence.

RELATED LINKS (if applicable)

- **Instructions/Forms:** Name any related instructions or forms.

**Management Policy & Procedures
Tracking Document**

Policy:								
Procedures:								
Group	Policy				Procedure			
	Purpose	Target Date	Feedback	Status	Purpose	Target Date	Feedback	Status
Sponsor	Review/Edit				Review/Edit			
PDRG	Approval to Proceed Determine Category				Approval to Proceed			
Consultations: [please name & add row for each]								
UMG	Advice				Advice			
PDRG	Recommend				Approve			
Board Ctte [insert name]	Recommend				Info			
Board	Approve				Info			
President's Office	Post on Lotus Notes				Post			

**Academic Policy
Tracking Document**

Policy:								
Group	Policy				Procedure			
	Purpose	Target Date	Feedback	Status	Purpose	Target Date	Feedback	Status
Sponsor - Provost & VP	Review/Edit Determine Category				Review/Edit			
Deans' Council	Advice				Advice			
GFC Ctte [insert name]	Approval to Proceed				Approval to Proceed			
Consultations: [please name & add row for each]								
PDRG	Advice				Advice			
UMG	Advice				Advice			
Deans/Chairs	Advice				Advice			
Provost & VP	n/a				Approve			
GFC Ctte [insert name]	Recommend				Info			
GFC	Approve				Info			
President's Office	Post on Lotus Notes				Post			

**Management Policy & Procedures with Academic Implications
Tracking Document**

Policy:	[Insert Policy name]							
Procedures:	<ul style="list-style-type: none"> • [insert procedure name] • [insert procedure name] 							
Group	Policy				Procedure			
	Purpose	Target Date	Feedback	Status	Purpose	Target Date	Feedback	Status
Sponsor – Provost & VP Academic	Review/Edit				Review/Edit			
PDRG	Approval to Proceed Determine Category				Approval to Proceed			
Consultations: [insert new row for each group]								
[GFC Ctte]	Advice				Advice			
Deans' Council	Advice				Advice			
	Advice				Advice			
	Advice				Advice			
UMG	Advice				Advice			
PDRG	Recommend				Approve			
GFC	Advice				Info			
Board [TBD]	Recommend				Info			
Board	Approve				Info			
President's Office	Post on Lotus Notes				Post			

**Academic Policy & Procedures with Management
Tracking Document**

Academic Policy & Procedures with Management Tracking Document								
Policy:								
Group	Policy				Procedure			
	Purpose	Target Date	Feedback	Status	Purpose	Target Date	Feedback	Status
Provost & VP	Review/Edit				Review/Edit			
Deans' Council	Advice				Advice			
PDRG	Approval to Proceed Determine Policy Type				Approval to Proceed			
Consultations [please name & add row for each]								
[GFC Ctte – insert name]	Advice				Advice			
	Advice				Advice			
PDRG	Advice				Advice			
UMG	Advice				Advice			
V-PAG (if appl)								
Deans/Chairs Group (if appl)	Advice				Advice			
Deans Council (if appl)	Advice				Advice			
Provost & VP	Review				Approve			
GFC Ctte [insert name]	Recommend				Info			
GFC	Recommend to BoG				Info			
Board Ctte [insert name]	Recommend				Info – new policy only			
Board of Governors	Approval				Info – new policy only			
President's Office	Post on Lotus Notes				Post			