

# ACADEMIC COUNCIL REPORT

**Action Required:**

**Public:**   
**Non-Public:**

**Discussion**   
**Decision**

**TO:** Academic Council (AC)

**DATE:** November 6, 2017

**FROM:** Cheryl Foy, University Secretary and General Counsel

**SUBJECT:** Approval Path for Academic Policy Instruments under the UOIT Policy Framework

**A. Purpose**

We are recommending a proposed approval path for Academic Policy Instruments under the UOIT Policy Framework. This proposal aims to simplify the approval process and provide clear direction for Policy Owners developing Academic Policy Instruments. We are seeking Academic Council’s approval of the proposed approval path for Academic Policy Instruments.

**B. Background/Context**

The UOIT Policy Framework was put into place in November 2014. It specifies a Deliberative Body and Approval Authority for all university-wide Policy Instruments. The role of the Deliberative Body is to discuss and consider policy instruments and make recommendations to the Approval Authority. The Approval Authority is the position or body that has authority to approve, amend, review or revoke a Policy Instrument.

Under the Policy Framework, Academic Council is the approval authority for Academic Policies, and determines the approval path for all Academic Policy Instruments. The approval authorities chart is as follows:

<b>Policy Instrument Type</b>	<b>Deliberative Body</b>	<b>Approval Authority</b>
Policy	As determined by Academic Council	Academic Council
Procedures	As determined by Academic Council	As determined by Academic Council

Guidelines & Directives	As determined by Academic Council	As determined by Academic Council
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In practice, until now, all Academic Policy Instruments have been approved by Academic Council.

### C. Discussion and Rationale

We expect that more Academic Policy Instruments, including Procedures, Guidelines and Directives will be forthcoming in the near future. In order to streamline the process of approval, we recommend setting out an approval authority chart to provide clarity and simplify the approval path of the lower tiers of Policy Instruments.

We propose the following approval paths for Academic Policy Instruments:

<b>Policy Instrument Type</b>	<b>Deliberative Body</b>	<b>Approval Authority</b>
Policy	Academic Council Committee(s)	Academic Council
Procedures	As determined by Academic Council	Academic Council Committee(s)
Guidelines & Directives	As determined by Academic Council	Academic Council Committee(s)

This will align more closely with the approval authorities for Administrative and Legal, Compliance and Governance Policy instruments. Those approval authorities delegate approval of lower tier policy instruments (Procedures, Guidelines and Directives) to a specific body or position.

### D. Request

We are requesting Academic Council's approval of the following motion:

*Academic Council hereby approves the proposed approval paths for Academic Policy Instruments, as presented.*