

UOIT POLICY FRAMEWORK APPENDIX B – DELEGATION OF AUTHORITY CHART

	Individuals									Administrative Bodies		Academic Council			Board of Governors		
	Policy Office	University Secretary	Policy Lead	Policy Owner	Policy Sponsor	Manager	Director	AVP/Dean	VP	President	PAC	UAC	Faculty Council	AC Committees	Academic Council	Board Committee	Board
<b>Policy Project Initiation, Drafting and Consultation</b>																	
Policy Sponsor (approve projects to fill university-wide policy gaps)									X	X							
Policy Owner (identify policy gaps, assign Policy Leads)								X	X	X							
Policy Owner (Local Administrative Policies)						X	X	X									
Policy Owner (Local Academic PI)								X									
Policy Lead (identify stakeholders, determine schedule and method of consultation and develop plan, benchmark, draft PI, submit for consultation, incorporate and/or respond to comments)			X														
Policy Lead (submit draft to Policy Office for deliberation with a report on consultation to the deliberative body)			X														
Provide general training and advice on framework processes, advise on consultation planning, manage consultation website & schedule	X																
Classify PI, determine if amendments are editorial or substantive, report on PI reviews and approvals to Board and Academic Council. <sup>1</sup>		X															
Determine Policy Owner and Sponsor. Resolve questions about the approval authority for a PI where it is unclear										X <sup>2</sup>							
Required consultation for research, service & institutional policies <sup>3</sup>														X			

<sup>1</sup> includes reporting on Local Policies submitted by Local Policy Owners

<sup>2</sup> In collaboration with the Board Chair under the advice of the University Secretary

<sup>3</sup> Research-related PI should undergo consultation with Research Board and all applicable research ethics or compliance committees

	Individuals									Administrative Bodies		Academic Council			Board of Governors		
	Policy Office	University Secretary	Policy Lead	Policy Owner	Policy Sponsor	Manager	Director	AVP/Dean	VP	President	PAC	UAC	Faculty Council	AC Committees	Academic Council	Board Committee	Board
<b>Policy Assessment</b>																	
Submit to Policy Office for Policy Assessment			X														
Policy Assessment of Legal, Compliance and Governance and Administrative PI											X						
Policy Assessment of Academic PI														X <sup>4</sup>			
Policy Assessment of Board PI		X															
Amend Policy Advisory Committee terms of reference																	X
<b>Deliberation</b>																	
Determine if Mandatory Consultation & Policy Assessment are complete. Review formatting of PI. Submit for deliberation	X																
Report on deliberations to approval authority			X														
<b>Approvals (New or Substantive Amendments)</b>																	
Submit PI for approval	X																
Training and communications to support implementation of PI. Assess adoption and compliance with new PI and report to the Approval Authority after one year of implementation			X	X	X												
<b>Approvals (Editorial)</b>																	
Approve editorial amendments to all PI Categories (except Local)					X												
Report editorial amendments to Approval Authority			X	X	X												
<b>Policy Library</b>																	
Notify Policy Office of new PI or amendment approvals			X	X													
Maintain official copy of university-wide PI & record of approvals & amendments. Review formatting of PI. Determine related Policies, Procedures and Documents. Post to Policy Library	X																

<sup>4</sup> Recommend that a committee of Academic Council fill this role

	Individuals									Administrative Bodies		Academic Council			Board of Governors		
	Policy Office	University Secretary	Policy Lead	Policy Owner	Policy Sponsor	Manager	Director	AVP/Dean	VP	President	PAC	UAC	Faculty Council	AC Committees	Academic Council	Board Committee	Board
<b>Policy Review</b>																	
Determine Policy Review priorities and initiate a Policy Review <sup>5</sup>																X	
Determine outcome of Policy Review <sup>6</sup>										X					X		X
Maintain University-Wide Policy Review Schedule	X																
<b>Approvals (New or Substantive Amendments)</b>																	
Approve new BRD Policy or substantive amendment																	X
Approve new BRD Procedure or substantive amendment																X	
Approve new BRD Guidelines/ Directives or substantive amendment																X	
Approve new LCG Policy or substantive amendment																	X
Approve new LCG Procedure or substantive amendment																X	
Approve new LCG Guidelines/ Directives or substantive amendment										X							
Approve new ACD Policy or substantive amendment															X		
Approve new ACD Procedure or substantive amendment															X		
Approve new ACD Guidelines/ Directives or substantive amendment															X		
Approve new ADM Policy or substantive amendment										X							
Approve new ADM Procedure or substantive amendment												X					
Approve new ADM Guidelines/ Directives or substantive amendment									X								

<sup>5</sup> Policy Reviews can be initiated by the policy sponsor, owner or approval authority of a Policy

<sup>6</sup> Review outcome is determined by the approval authority of the Policy under review, with the recommendation of the Policy Sponsor or Owner

	Policy Office	University Secretary	Policy Lead	Policy Owner	Policy Sponsor	Manager	Director	AVP/Dean	VP	President	PAC	UAC	Faculty Council	AC Committees	Academic Council	Board Committee	Board
<b>Approvals (Local Administrative Policy)</b>																	
Approve new Local Administrative Policy or amendment and report to reporting body for Local Administrative PI							X	X	X								
Approve Local Administrative Approval authority form									X								
Maintain the official copy and a record of approvals & amendments of Local Administrative PI over time	X																
Reporting body for Local Administrative PI											X						
<b>Approvals (Academic Local Policy)</b>																	
Set out approval and deliberation path for Local Academic PI															X		
Approve editorial amendments to Local Academic PI and report to Faculty Council and reporting body for Local Academic PI								X									
Maintain the official copy and a record of approvals & amendments of Local Academic PI over time	X																
Reporting body for Local Academic PI														X <sup>7</sup>			

<sup>7</sup> Reporting body is the applicable committee of Academic Council based on their terms of reference.