ST. JEROME'S UNIVERSITY
Federated with the University of Waterloo

University Policies and Procedures

Institutional Manual
Approving Authority: President (Vice-Chancellor)
Established: October 7, 2011
Date of Last Review/Revision: June 13, 2025, replaces May 28, 2015
Office of Accountability: President (Vice-Chancellor)

Introduction

University policies and procedures define standards that are consistent with the University's core values and principles, and applicable laws and regulations. They should be current, functional, and accessible to the University community. In the event a University policy or procedure differs from a framework document (e.g., *St. Jerome's University Act of Incorporation*, Collective Agreement; Board by-law), the provisions of the framework document prevail. Effective policies reduce institutional risk and are an essential component of good governance practices.

This foundational policy defines the standards for the initiation, development, review, and approval of University policies and procedures.

Definitions

1. Policy - a high-level statement of principle intended to govern the operations of the University. Policy reflects the philosophies, attitudes, or values of the University and outlines requirements. A policy is binding on all those to whom it applies.

2. Guideline- a non-binding statement generally noting recommended best practice. Guidelines may be issued by any office of the University as needed and are not governed by this policy unless the guideline is to be considered a formal part of a "Manual" as noted below. In such cases the guideline will follow the process outlined for the appropriate manual.

3. Procedure - a step-by-step instruction on how to implement a policy. A procedure includes information on the who, what, when, where, and how of a policy. A procedure may take the form of a work instruction, a quick reference guide, a checklist, or detailed documented steps. Not all policies require procedures.

Scope

A University policy or procedure becomes operational upon approval or at a later date specified by the Approving Authority at the time of approval. Procedures may be developed subsequent to the establishment of a policy. University policies should be reviewed at least every five years; associated procedures may be reviewed more often, but must be reviewed coincident with any policy review.

Obsolete policies within the Institutional and Staff manuals may be rescinded at any time, subject to approval by the Approving Authority. In the case of a procedure in support of a policy within the aforementioned manuals, revisions will be subject to the Office of Accountability. Policies within the Academic Operations Manual are subject to the established approval procedures of Senate Council.

Members of the University community are responsible for being aware of and complying with University policies and procedures that apply to them.

Policy Governance

A University policy will specify an Approving Authority, Date Established, Date of Last Review or Revision, and Office of Accountability:

Approving Authority: the individual or body responsible for final approval of a University policy. An Approving Authority may be one or more of the:

- Board of Governors, which approves policies relating to University property and revenue and to the conduct of the University's business affairs pursuant to the *St. Jerome's University Act of Incorporation*.
- SJU Senate Council, which approves policies relating to the academic governance and educational mandate of the University, subject to the *St. Jerome's University Act of Incorporation*, the Federation Agreement with the University of Waterloo, St. Jerome's University by-law, and the Terms of Reference for the SJU Senate Council.
- President, acting as Chief Executive Officer of the University or on the authority delegated to him/her by the Board of Governors pursuant to the *St. Jerome's University Act of Incorporation.*

Office of Accountability: the head of the office designated to be responsible and accountable for the:

- Initiation, development, implementation, and review of a University policy;
- Initiation, development, implementation, review, and approval of a procedure related to a policy;
- Education of members of the University community about a University policy or procedure;
- Ensuring all policies are posted to the St. Jerome's University website with an editable copy retained for internal use by the Office of Accountability;
- Monitoring compliance with a University policy or procedure and reporting non-compliance as needed.

If a University policy is within the scope of authority or the portfolio of more than one Office of Accountability, multiple offices may be named.

Policy Categorization

University policies will be classified according to the categories identified below:

1. Institutional Compliance, Operations, and Governance Manual

The Institutional Compliance, Operations, and Governance Manual is a collection of policies and procedures that affect all members of the University community. It consists of policies and procedures required by provincial or federal legislation and those that pertain to all employee groups. Development will require University community consultation (draft policies will be circulated by email and feedback sought) and, where appropriate, may involve the work of a committee with members from stakeholder groups. Directed consultation or feedback may be requested from heads/supervisors/managers, staff, faculty, and students. External consultation may include, but is not limited to, professionals and consultants with specific expertise or experience within a field of work.

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2. Academic Operations Manual

The Academic Operations Manual is a collection of policies, guidelines, and procedures that govern, direct, and guide academic processes, including those required by the University of Waterloo.

Approving Authority: SJU Senate Council

3. Staff Manual

The Staff Manual is a collection of policies and procedures related to the terms and conditions of employment of staff. It includes the specific responsibilities of managers/supervisors/heads, Human Resources, and individual staff.

Consultation about updates will be primarily with the staff. External consultation may include but is not limited to professionals and consultants with specific expertise or experience within a field of work.

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In addition to the three manuals identified above, there are two additional sets of documents that do not fall under the purview of this policy:

4. SJU ASA Collective Agreements

The Collective Agreements detail the precise nature of the terms and conditions of employment for the members of the SJU-ASA bargaining units, achieved through negotiation, mediation, or arbitration. The certifications issued by the Ontario Labour Relations Board defines the members of the bargaining units. The Collective Agreements are ratified by the SJU-ASA membership and approved by the Board of Governors.

5. Board Manual

The Board Manual details Board by-laws, policies, guidelines, and procedures that direct, govern, and outline the business of the Board of Governors.

Appendix A

Initiation, Development, and Approval Process

Academic Operations Manual

Academic operations policies and procedures are developed, reviewed, and approved in accordance with the policy on Revisions to the Academic Operations Manual within the Academic Operations Manual.

Institutional and Staff Manuals

1. Individuals, bodies, or groups who perceive the need for a new policy or guideline or a review of an existing one should speak to the head of the proposed (for a new University policy) or named (for an existing University policy) Office of Accountability whose decision it is whether to proceed. Normally, every five years, the Office of Accountability will be responsible for reviewing policies and procedures.

2. The development or review process may take several forms depending on the policy or procedure. For policies, the process should include:
    - Identification, collection, and examination of any relevant legislation or other pertinent information from peer institutions if appropriate;
    - Identification of the appropriate individuals, groups to be consulted;
    - Consultation with the head or proposed head of the Office of Accountability throughout the process;
    - Preparation of an executive summary highlighting the significant portions of the new or revised policy;
    - Where changes are substantive, there shall be an opportunity for the SJU community to comment on the proposed new or revised policy (circulated by email, normally, for a minimum of 14 calendar days). Policies that are updated with revised language to match language approved elsewhere as defined in this document (e.g. Collective Agreement) or for housekeeping matters (e.g. updating an Office to reflect a new title/name, revision of a previous typo) are not generally sent out for 14 calendar day review.

3. Once approved, the Office of Accountability will communicate the approval of the new or revised University policy as appropriate and ensure the current policy is posted to the St. Jerome's University website.

4. When procedures are developed or reviewed simultaneously with the relevant policy, the process outlined above for policies will be used. When procedures are developed or reviewed outside of the relevant policy development or revision process, the development and/or review process (noted in item 4 above) is at the discretion of the head of the Office of Accountability.