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| Section: | Administration (AD) |
| Subject: | Organization of the Institution |
| Legislation: | <i>Post-Secondary Learning Act</i> (SA 2003 cP-19.5). |
| Effective: | January 27, 2004 |
| Revision: | March 18, 2004; January 19, 2007; January 18, 2008; December 10, 2010; September 1, 2016 (reformatted); June 21, 2017; January 30, 2019 |

APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to provide leadership to attain SAIT's vision, strategic direction and mandate through the formulation, implementation and evaluation of institute policy. In accordance with the *Post-Secondary Learning Act*, it is also the policy of the Board of Governors to delegate responsibility and accountability for the implementation and administration of these policies, through procedures, to the president and CEO.

PROCEDURE

DEFINITIONS

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| Associated document | A document attached to a policy or procedure and that is referred to in the policy or procedure. It is posted on SAIT's policy webpage. |
| Immaterial edit | A minor correction or minor change to a policy or procedure that does not need to move through the full approval process. |
| Policy | A strategic position statement that tells how SAIT intends to operate and sets out SAIT's stand on a subject, and is accompanied by at least one procedure. |

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| Policy owner | The position that has overarching responsibility for a particular policy and procedure(s) and their creation, implementation, revision and/or deletion. |
| Procedure | An operational document that describes the methods and considerations for implementing the policy under which it falls and that directs the conduct of people and the activities of SAIT. |
| Reconfirmed policy or procedure | A policy or procedure that has been reviewed but to which no changes are required. |
| SAIT community | SAIT's governors, employees, students, contractors, consultants, agents, and volunteers. |

GOVERNING PRINCIPLES

1. Policies and procedures regulate situations that are new, occur frequently, and/or have significant legal or financial implications for SAIT. They are not intended to repeat what already exists in federal or provincial legislation or in SAIT's collective agreements.
2. The creation, revision and deletion of SAIT's policies and procedures follow a clear, consistent and transparent process, as managed by division representatives and the Policy and Procedures Steering Committee. This process applies to all of SAIT's policies and procedures.
3. All members of the SAIT community are responsible for making themselves aware of and complying with SAIT's policies and procedures. Breaches of SAIT's policies and procedures may result in disciplinary action under procedure [AC.3.4.1 Student Code of Conduct](#) or procedure [HR. 4.4.1 Corrective Action](#) procedures.
4. The need to revise, create or delete policies and procedures may be identified from a variety of sources. These include but are not limited to environmental scans, business process reviews, risk management assessments, input from the SAIT community and the Policy and Procedures Steering Committee, input from external stakeholders, and legislative or regulatory requirements.
5. Policies and procedures shall be reviewed at a minimum every five years. Some policies or procedures may require more frequent review, as stipulated by an approval body, as a result of internal changes, or as a result of legislative or other external changes. If the

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review indicates that no changes are required to a policy or procedure, it will be reconfirmed at that time.

6. The Board of Governors office maintains official signed policies and procedures.
7. A policy requires the Board of Governors approval, as indicated by the board chair's signature on the policy.
8. A procedure requires president and CEO approval, as indicated by the president and CEO's signature on the procedure.

PROCEDURE

A. Policy and Procedures Steering Committee

1. The Policy and Procedures Steering Committee ("the Committee") is responsible for:
 - a) Assigning names and numbers to new policies/procedures.
 - b) Benchmarking SAIT's policies and procedures against other Alberta post-secondary institutions and member institutions of Polytechnics Canada.
 - c) Ensuring all policies and procedures follow a standard format.
 - d) Ensuring consistency of definitions.
 - e) Ensuring there is no duplication of or conflict between different policies and procedures.
 - f) Ensuring all policies and procedures are regularly reviewed, updated, and deleted as required.
 - g) Making immaterial edits to a policy or procedure.
 - h) Maintaining a master list of all of SAIT's policies and procedures.
 - i) Managing the approval process for the creation, revision and deletions of SAIT's policies and procedures.
 - j) Reviewing all policies and procedures for clarity, accuracy and legality.
 - k) Reviewing policy owners' communication and implementation plans.

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2. The Committee includes representatives from across SAIT. See Schedule A, Policy and Procedures Steering Committee Terms of Reference, an Associated Document to this procedure, for further information.
3. Any member of the SAIT community can make recommendations to any member of the Committee for creating, revising and/or deleting SAIT's policies and procedures.

B. Creation, Revision and/or Deletion of Policies and Procedures

1. The chair of the Committee ("the chair") will annually provide each division vice president with a list of policies and procedures requiring creation, revision or deletion during the academic year. Additional policy/procedure work may be identified by the vice president, the policy owner, an approval body, the Committee or the chair, on an ad hoc basis during the year.
2. The Committee works with key stakeholders and the policy/procedure work groups as established by the division vice president and/or policy owner. To assist members of the SAIT community in this work, documents such as SAIT's Glossary of Policy and Procedure Definitions and a Policy and Procedure Style Guide can be obtained from the Committee.
3. The division representative, in collaboration with stakeholders and the policy/procedure work group, completes the Policy and Procedures Discussion Sheet, attached as Schedule B, an Associated Document to this procedure. The chair is responsible for preparing motion sheets for bodies that are required to approve a policy/procedure.
4. The division representative submits the Discussion Sheet and the policy/procedure to the chair.
5. The Committee reviews the revised or new policy or procedure for clarity, accuracy, legality and appropriate format. The Committee may require stakeholders to be present during its discussions on a particular policy or procedure. The Committee provides feedback to stakeholders and may require changes to be made before the policy or procedure can move through the approval process. It may also recommend to the applicable vice president that a revised or new policy or procedure be reviewed by SAIT's legal counsel.
6. The creation, revision or deletion of policies and procedures are reviewed and/or approved by the following bodies:

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- a) Executive Management Council: reviews all policies and procedures.
 - b) Management Council: reviews all policies and procedures.
 - c) Academic Council: reviews and approves all academic (AC) policies and procedures.
 - d) SAIT’s president and CEO reviews and approves all procedures.
 - e) Board of Governors: reviews and approves all policies.
7. A review grid is included is at the bottom of all draft policies and procedures. The grid tracks the policy/procedure’s movement through the review and approval process. It is removed from the final signed policy or procedure.

POLICY Review Grid

| Policy/ Procedure Work Group | Policy/ Procedures Steering Committee | Vice President | Executive Management Council | Management Council | Academic Council | Board Committee | Board of Governors |
|---------------------------------------|--|-------------------|------------------------------------|-----------------------|---------------------|--------------------|-----------------------|
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PROCEDURE Review Grid

| Policy/ Procedure Work Group | Policy/ Procedures Steering Committee | Vice President | Executive Management Council | Management Council | Academic Council |
|---------------------------------------|--|-------------------|------------------------------------|-----------------------|---------------------|
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8. Immaterial edits do not require a full approval process. As approved by the chair, in consultation with the Committee, these include:
- a) Changes to position names or titles.
 - b) Changes to school/department or division names (but only after those names have been changed through the formal approval process set out in procedure [AD.1.8.1 School, Department or Division Name Change](#)).

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- c) Changes to the names of policy/procedures referred to in other policies or procedures.
- d) Grammatical or wordsmithing corrections.
- e) Minor changes to definitions not significantly altering the content of the definition.

C. Communication of Changes to SAIT's Policies and Procedures

1. The chair is responsible for:
 - a) Advising deans and directors, managers, heads of constituent groups, legal counsel and administrative assistants of the creation of/revisions to/deletion of SAIT's policies and procedures, via e-mail.
 - b) Maintaining and posting a list of all new and revised policies and procedures on SAIT.ca throughout the academic year.
 - c) Posting updated policies and procedures on SAIT.ca.
2. The policy owner is responsible for communicating the creation, revision and deletion of policies and procedures to all applicable members of the SAIT community. This may involve working with the Communications department.

D. Implementation of policies/procedures

1. The policy owner is responsible for implementing new or revised policies and procedures.

ASSOCIATED DOCUMENTS

- Schedule A Policy and Procedures Steering Committee Terms of Reference
- Schedule B Policy and Procedures Discussion Sheet template

POLICY/PROCEDURE REFERENCE

- AD.1.3 SAIT Policies policy

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