
Policy on Establishing University Policies and Procedures



Responsible Office	University Secretary's Office
Responsible Officer	University Secretary
Approving Authority	Board of Governors
Date of Approval	21 November 2018
Effective Date	21 November 2018
Related Procedures	-
Related University Policies	-
Amended (if applicable)	-
Supersedes	(New)
Next review due	November 2023

1 Purpose

- 1.1 The purpose of this Policy is to establish a consistent approach to the development of University policies and procedures to ensure that members of the University community and other users have ready access to well-developed and clear policies.
- 1.2 This document defines University policy and procedure, outlines the steps for formulating, approving, issuing, amending and revoking University policies and procedures, and defines the roles and responsibilities of responsible individuals and offices.
- 1.3 Bath Spa University formally approves, issues and maintains all University policies using a consistent process and format. Individuals responsible for developing and maintaining University policies must follow the requirements outlined in this document for drafting, approving, revising and revoking University policies.

2 Definitions

<u>University Policy</u>	An official University directive that: <ul style="list-style-type: none">• provides guiding or governing principles to be followed in carrying out the activities of the University• establishes key requirements and responsibilities• helps ensure compliance with applicable laws, promotes operational efficiencies, advances the University's mission, and/or reduces institutional risks• has broad application throughout the University and applies to all members of the University community• is approved by the relevant Approving Authority
<u>Procedures</u>	Statements that: <ul style="list-style-type: none">• articulate the method by which a University Policy is carried out• identify roles and responsibilities• are approved by the Responsible Officer, unless determined otherwise by the relevant Approving Authority
<u>Approving Authority</u>	The Board of Governors or the Academic Board or the Vice-Chancellor, including any person or body to whom authority has been properly delegated.
<u>Responsible Officer</u>	A senior member of staff, designated to be responsible and accountable for the development, implementation, maintenance and review of a University policy. More than one Responsible Officer may be designated for a particular policy.
<u>Responsible Office</u>	A unit, division, department or directorate of the University that is responsible for developing and administering a policy and procedures under the direction of the Responsible Officer. More than one Responsible Office may be designated for a particular policy.

3 Policy

General

3.1 University Policies shall be:

- i. presented in common format
- ii. formally approved by the relevant Approving Authority
- iii. held centrally and accessible to all interested parties
- iv. linked electronically to procedures for implementing a policy
- v. kept current by the Responsible Officer and subject to formal review at intervals that are normally no greater than five years

Policy development and approval process

- 3.2 University policies are approved by the relevant Approving Authority, subject to the requirements of the University's governing documents.
- 3.3 New policies or changes to existing policies are developed by the Responsible Officers or their designates in accordance with the University's framework for policy management.
- 3.4 The University Secretary may make minor editorial changes to a University policy, provided that such changes do not substantially affect the policy and provided that such changes are approved by the Responsible Officer.
- 3.5 A University policy becomes operational and enforceable upon approval or at a later date specified by the Approving Authority.
- 3.6 Responsible Officers shall be responsible for ensuring the communication of University policies within their purview and for monitoring their effectiveness.

Policy implementation and review

- 3.7 Responsible Offices shall develop procedures for the implementation of University policies within their purview, and for timely review and updating of the policies. Such procedures are subject to approval by the Responsible Officer.

Policy amendment or revocation

- 3.8 University policies may be amended or revoked with the approval of the original Approving Authority in accordance with the University's framework for policy management.