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**Policy Development & Review Process Policy**

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**1. Purpose**

- 1.1 Section 3.1 of St. Mary's University Bylaws stipulates that the Board shall establish appropriate human resources, governance, operational, financial, and academic policies.
- 1.2 This policy outlines the steps for policy development, review, and revoking.

**2. Scope**

- 2.1 This policy applies to all policies delegated under each of the three approval authorities – Board of Governors, Academic Council, and President's Council.
  - a. Board of Governors: Policies having governance, reputational, or financial impact, and any academic or operational policies that the Governance and Nominating committee recommend go to the Board for approval.
  - b. Academic Council: Policies having academic and student impact
  - c. President's Council: Policies having employee and operational impact
- 2.2 Policies of the University are managed by the Governance & Executive Initiatives Officer (GEIO) within the President's Office.
- 2.3 Initial policy review begins with the designation of a policy partner with the necessary craft knowledge to review the policy with the GEIO. The policy partner will be identified by the Governance & Nominating Committee of the Board, the respective Vice President, or the President.

**3. General Procedures**

3.1 Policy Development

When the need for a new policy is identified by a Vice President or the President, the GEIO leads the drafting process. Policies will include standardized sections for purpose, scope, general procedures, and definitions. The draft is then submitted to the appropriate authority (Board of Governors, Academic Council, President's Council) for approval, after which the GEIO maintains, shares and posts the policy.

Approval Authority	Responsible Office	Effective Date	Date Last Revised	Review Frequency
Board of Governors	President's Office	December 4, 2025		Every 5 years

### 3.2 Policy Review

Policies are reviewed every five years or as needed by approval authorities: the Board of Governors, the Academic Council, and the President's Council. Prior to review approval, the GEIO works with established policy partners to conduct a thorough audit, collaborating with various university departments and ensuring compliance with legislation. The policy partners will propose edits and recommend consolidation or revocation, delivering policies in redlined and clean copy versions to the relevant authority for final approval.

### 3.3 Revoking a Policy

An approval authority can revoke a university policy at any time. A policy may be revoked if it no longer aligns with the university's strategic direction, isn't compliant with the law, presents a significant risk to the university, or is being consolidated or replaced by a new policy.

## 4. Definitions

4.1 Purpose: Answers the question of why the policy exists

4.2 Scope: Identifies the audience and/or entities affected

4.3 General Procedures: This is the how and identifies the steps to follow to adhere with the policy

4.4 Definitions: when necessary for clarity