

University of Saskatchewan Policy Template

Title of Policy:

Category: Leave this blank; a category will be assigned

Number: Leave this blank; a number will be assigned

Responsibility: Indicate the senior administrative position responsible for the policy (the sponsor)

Approval: The university secretary, on the advice of the Policy Oversight Committee, will identify the appropriate approval body (ies) e.g. Board of Governors, Council, Senate, PEC

Date: Date initially approved; date(s) re-formatted or revised

Purpose:

State the overarching purpose of the policy

Principles:

Identify one or more guiding principles on which this policy is founded.

Scope of this Policy:

Scope may include the groups (students, faculty, staff) to which the policy pertains, or other statements with respect to time periods, geographic locations (e.g. all campus buildings), funds (e.g. operating funds, research funds), etc.

This section should also reference other pertinent policies, legislation, regulations, collective agreements, etc. and explain their relationship to the policy.

Policy:

The statement of policy should be brief and direct.

Responsibilities:

Indicate what responsibilities are assigned, and to whom, under the policy. If there are different categories or levels of responsibility, this section can be used to delineate these.

Non-Compliance:

If applicable, a statement can be made about the consequences of non-compliance with this policy. The standardized language (adaptable as necessary) is as follows:

The University of Saskatchewan expects that its faculty, staff, students, post-doctoral students, visitors, contractors and agents will comply with this policy. Should there be reason to suspect that laws or university policies have been or are being violated, and the university may suffer reputational, financial

or other harm as a result of non-compliance, this may constitute grounds for disciplinary or legal action in accordance with any applicable agreements, contracts, collective agreements, regulations or policies, legislation or common law principles.

Procedures:

For any given policy sets procedures may exist in different units to reflect local application but all procedures must be compliant with the policy itself and should reference it. This section should indicate where such procedures may be found and who is responsible for maintaining them. The procedures themselves should not be included in the policy. (Note that not all policies will necessarily require associated procedures).

Contact:

Provide a name, title and unit including email address and telephone number.