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## Policy on the Development, Approval and Maintenance of University Policies

Title:	Development, Approval and Maintenance of University Policies
Policy number:	POL 001
Approval(s) required	Academic Senate <input type="checkbox"/> Board of Trustees <input checked="" type="checkbox"/> Both <input type="checkbox"/>
Date of Senate approval if required	Not required
Date of Board approval if required	13/09/2023
Effective date of implementation	13/09/2023
Frequency of review required	The policy should be reviewed every 3 years.
Replacing or superseding information	There are no earlier policies on this matter.
Revision number	New
Responsible Office	Institutional Strengthening and Accreditation
Accountable Officer	Assistant Vice President, Office of Institutional Strengthening and Accreditation
Related legislation, regulation, policy, or policies	The University of The Bahamas Act, all University policies
Appendix/Appendices	University Policy Template

## 1. Authority

This policy is under the authority granted in University of The Bahamas Act (2016)

## 2. Purpose

This policy provides for an orderly process of creating, drafting, revising, reviewing, and adopting policies for the governance and management of the University. A policy advances the mission as an institution of higher education by providing for compliance with applicable laws, ethical norms, and accepted best practices; the promotion of operational efficiencies; the enhancement of opportunities to achieve the University's goals; and the reduction of institutional risks. Policies at the University of The Bahamas will be classified as either Board policies or University policies.

## 3. Scope

This policy applies to all University policies. It excludes Board policies.

## 4. Definitions

- 4.1. University Policy: A statement of general principle, plan, process, or course of action that guides the University, its employees, and students in the management of duties and responsibilities, obligations, and expectations.
- 4.2. Board Policy: A policy that relates solely to the organization, administration, and responsibilities of the Board of Trustees as the body that governs the University.
- 4.3. Initiator: A Vice-President or mandated University committee that creates a proposal for a new policy or changes in an existing policy. The Board, may also direct the President, or the Chief Legal Counsel to draft or revise a policy.
- 4.4. Responsible Office: The University unit responsible for developing, coordinating, and maintaining a University policy.
- 4.5. Responsible Officer: The individual responsible for developing, coordinating, and maintaining the policy.

## 5. Policy Statement

### 5.1. Responsibility

- Vice Presidents have the overall responsibility for ensuring that policies within their area of responsibility are accurate and kept current.
- The Chief Legal Counsel is similarly responsible for policies concerning governance and compliance, and general and miscellaneous policies not otherwise the responsibility of a Vice President.
- The Office of Institutional Strengthening and Accreditation is responsible for maintaining the University policy management platform.

### 5.2. Procedure

**Step 1. Initiating a New Policy or Policy Revision.** The initiator will initiate proposals for new policies or changes in existing policies through the appropriate Vice President or the Chief Legal Counsel. The Board or the Academic Senate may also direct that a policy be drafted or revised. Along with the draft, the initiator should indicate the basis for, and explanation, of the proposal. The merits of the proposed policy initiative or modification should be reviewed by the senior leadership of the University or the Academic Senate, as applicable.

**Step 2. Drafting the policy.** It is the responsibility of the appropriate Vice President, and/or the Chief Legal Counsel to make certain that draft policies are in compliance with existing University policies and relevant legislation prior to submitting it for stakeholder engagement. It is also the responsibility of the

appropriate Vice-President and the Chief Legal Counsel to consult with other University Officers prior to submitting it for stakeholder engagement.

**Step 3. Stakeholder Engagement.** The draft of the proposal should be submitted to the Office Institutional Strengthening and Accreditation who shall be responsible for structuring a consultation process that engages the relevant stakeholders across the University community and for analysing the feedback and submitting this analysis to the appropriate Vice President or the Chief Legal Counsel for consideration for inclusion into the draft policy.

The normal stakeholder engagement period shall be ten calendar days. New policies, or changes to existing policies, may be implemented by the appropriate governance body prior to the conclusion of the stakeholder engagement period where quick implementation is necessary. Comments submitted by stakeholders will still be considered and, where needed, further revisions will be made.

**Step 4. Revision.** Following stakeholder engagement, the initiator will revise, and review the draft policy as needed. will seek approval by the Chief Legal Counsel of the final text, and submit to the President.

**Step 5. Governance Approval.** The policy will be submitted to the Academic Senate for approval in cases where Senate has authority to act on the matter, to the Board in cases where the Board has exclusive authority or to Senate first and to the Board second, in cases where both governance structures share authority on the matter.

**Step 6. Publication and Implementation.** When a policy becomes final and its implementation date has been approved, a notice will be provided to the University community, and the policy will be posted. The appropriate Vice-President shall ensure that any training required to implement the policy effectively shall be provided.

**Note. Policy Format.** University policies shall appear in a standardized format which will include, at a minimum: the policy name and number designation, the effective date of the policy, whether the policy requires Senate approval as well as Board approval, the Responsible Office and Responsible Officer, a list of dates the policy has been revised, a list of references found within the policy, to include legislative or regulatory constraints and other University policies.

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## University Policy Template

<b>Title:</b>	Policy on...
<b>Policy number:</b>	Numeric code based on type of policy and sequence number. The code is assigned by the University Secretary and does not change through policy revisions.
<b>Approval(s) required</b>	Academic Senate <input type="checkbox"/> Board of Trustees <input type="checkbox"/> Both <input type="checkbox"/>
<b>Date of Senate approval if required</b>	(dd/mm/yyyy)
<b>Date of Board approval if required</b>	(dd/mm/yyyy)
<b>Effective date of implementation</b>	(dd/mm/yyyy)
<b>Frequency of review required</b>	Interval between revisions. (Policies remain active even if this proposed date passes.) Typical interval of review is 2-3 years. In some cases, the revision will not yield changes; the revision should still be noted, and a new revision number given.
<b>Replacing or superseding information</b>	Policy name(s) and number(s) that this policy replaces. When a new policy supersedes part of an earlier policy, the partially superseded policy should be revised and approved so as to avoid potentially conflicting policies.
<b>Revision number</b>	‘New’ for the first approval, incremented by one as revisions occur.
<b>Responsible Office</b>	The University Unit responsible for developing, coordinating, and maintaining a University policy
<b>Accountable Officer</b>	The Officer responsible for developing, coordinating, and maintaining the policy
<b>Related legislation, regulation, policy, or policies</b>	List of relevant legislation, regulation and policies that are referenced by or impacted by this policy.
<b>Link(s) to the Strategic Plan</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If Yes, identify which goal(s)</b>	
<b>Appendix/Appendices</b>	Additional documents that support the policy submission. All appendices shall begin on a new page, and each shall be numbered alphabetically and sequentially with uppercase letters. The first appendix shall be designated “Appendix A”. Appendices shall be numbered in the order in which they appear in the document. All appendices must be referenced in the body of the policy.

6. **Authority**

*Relevant section of the Act should be noted. It may be that the policy falls under the authority of Senate as well as the Board; when this occurs, this should be signaled in this section.*

7. **Purpose**

*The purpose identifies the policy goals.*

8. **Scope**

*The scope identifies to whom the policy applies.*

9. **Definitions**

*Terms used in the policy statement are defined.*

10. **Policy Statement**

*This section will be broken down as required to identify the main components of the policy.*

11. **Procedure(s) – as required.**

*Where specific procedures form part of the policy and have not been noted as part of the policy statement, these shall be noted here.*

**Appendices A etc.**

*Each Appendix should be labelled alphabetically.*