SFU POLICY TEMPLATE - USER GUIDE

Purpose of this User Guide

The purpose of this User Guide is to provide instructions on how to add content to the policy template and how to update its searchable table of contents if you remove headings or make other adjustments to the policy template format.

This Guide also provides helpful tips on formatting and navigating through the policy template.

As well, this User Guide explains the purpose of each section of the policy template and describes what information should or must be included under each of the policy template headings.

Using the Policy Template

Executive Summary

Use this space in the policy template to summarize the purpose and key points of the policy in approximately 250 words or less. This section is required.

Table of Contents

Editing the Table

Three policy sections listed on the template are optional. If you need to remove the preamble, freedom of information, or reporting section, you can remove it first from the policy itself, then from the table of contents. The table is a numbered list, and will therefore automatically update, just like the policy.

Updating the Table (Format)

If you are changing the format of the policy, and sections move to a different page, you can update the page numbers of the table by clicking near the top left corner, then clicking “update table”, and then “OK” as shown below. You should remove the section you are eliminating from both the policy and the table before updating.
**Format and Auto Numbering**

The content on the policy template document is formatted as a multi-level list with 5 sub paragraph levels, as shown below in section numbering. You can move down a level by pressing tab, e.g. from 1.1 to 1.1.1 and move up a level by pressing enter, e.g. from 1.1 to 1.0. If you delete a section, the rest of the numbering will automatically update. There should be one space in between each sub-paragraph level, and two spaces between each section, as is on the template.

**Section Numbering**

Beginning with the first relevant data element and continuing to the last data element, number each section heading and paragraph within that section sequentially using the following format:

- **Level One** – Section Heading: **1.0 PREAMBLE, 2.0 PRINCIPLES, 3.0 PURPOSE, etc.**
- **Level Two** – Paragraph: 1.1, 1.2., 1.3, 1.4, etc.
- **Level Three** – Sub-Paragraph 1.1.1, 1.2.1, 1.3.1, 1.4.1, etc.
- **Level Four** – Sub-Sub Paragraph: a., b., c., d., etc.
- **Level Five** – Sub-Sub-Sub Paragraph: i., ii., iii., iv., etc.

**Editorial Notes**

The policy template (and the templates for Procedures and Appendix A) contain editorial notes in [square brackets] to show which parts of the template are required or should not be changed. These can be removed once you have added the content of the policy.

**Policy Classification**

**Policy Series Classification and Number**

SFU classifies its policies under eight categories and each category has a series pre-fix, as follows:

- **A** → Academic
- **AD** → Administrative
- **B** → Board of Governors
- **GP** → General
- **I** → Information
- **R** → Research
- **S** → Academic Honesty and Student Conduct
- **T** → Teaching and Instruction
Use the appropriate policy prefix according to which category this policy will likely be classified within the Policy Gazette. This is a required data element. The University Secretariat will assign the appropriate number to the policy.

**Policy Content**

**Policy Title**

Please choose a descriptive title for the policy which clearly and succinctly communicates the primary subject matter that is dealt with by the policy. Insert the title using upper case Trebuchet MS 20 font, in dark red.

**Mandated Review Date**

The mandated review date will be inserted by the University Secretariat after the policy has been approved by the Board of Governors.

**Preamble**

The Preamble is discretionary. You can include a Preamble or Principles, but not both. A Preamble is intended to set out any preliminary contextual statements needed to introduce or establish the circumstances within which the policy is established.

**Principles**

The Principles section is discretionary. You can include a Preamble or Principles, but not both. Statements of principle are intended to express fundamental truths or propositions that serve as the foundation for the policy. The principles convey the overarching culture and values that frame the policy.

**Purpose**

The Purpose is a required section. Sometimes the Purpose and Preamble are similar, in which case you can eliminate the Preamble and include Purpose. Whether narrowly or broadly stated, the Purpose section sets out why the policy exists and what it is intended to achieve.

**Scope and Jurisdiction**

This is a required section. Scope explains the extent to which the policy applies (who does it apply to? Where does it apply? Is it limited to certain activities?)

**Definitions**

The wording under this section is boilerplate and cannot be changed. All definitions will be in an Appendix A to the policy (see the Appendix A template).

**Policy**

This is a required section. Policy statements translate the broad purpose into concrete, clearly defined courses of action. They articulate major decisions the institution has made about its mandate/mission and
how it will pursue them. Policies should state what the key decisions are regulating an activity, clearly
and succinctly, and who is responsible for carrying out those decisions in order for the policy to be
implemented effectively

Roles and Responsibilities

This is a required section. As each policy in some way governs the institution and its activities, it is
necessary also to declare who is expressly responsible for monitoring or otherwise carrying out those
activities. The range of responsibilities can vary greatly depending on the kind of policy. Some policies
are administered by a single person/role, while others involve committees, and the broadest charge the
entire university community with shared responsibility.

Reporting

This section identifies the legislated or policy requirement to produce a report and describes who is
responsible to prepare the report, how frequently, what minimum information the report is to contain and
to who the report is submitted. This section can be removed if there is no requirement to produce a
report.

Related Legal, Policy Authorities, and Agreements

This section is required. It identifies other legal and policy authorities and agreements (e.g., collective
agreement) related to administering this policy that should be consulted because they are interconnected.
The University Act will always be relevant and the Freedom of Information of Protection of Privacy Act
will almost inevitably be relevant (because there are few situations in which information and records are
not received and/or produced to administer the policy). Include here any other legislation or university
policy that is interconnected to the policy you are drafting.

Access to Information and Protection of Privacy

This section reminds those individuals invoking the policy that the information and records created under
the policy are administered subject to British Columbia’s Freedom of Information and Protection of
Privacy Act and the University’s information policies. This section will almost always be required (e.g., a
policy governing a process that in any way documents confidential or personal information).

Retention and Disposal of Records

This is a required section. It identifies the authority and procedure for managing the retention and
disposal of records created under the policy.

Policy Review

This is a required section. It identifies the frequency of undertaking a cyclical review of the policy.
SFU’s Policy B10.00 requires that all University Policies be reviewed at 5 year intervals. The wording of
this section can be revised if the policy you are drafting will be reviewed more frequently.

Policy Authority

This is a required section. It identifies the university executive officer with line authority for the policy
and under whom the policy is administered.
**Interpretation**

This is a required section. It identifies the executive officer(s) to whom questions of interpretation or application of the policy and its procedures are directed and whose decision is final.

**Procedures and Other Associated Documents**

There will always be an Appendix A listed in this section, containing definitions applicable to the policy and its procedures. Also list here, by title, any of the procedural or other documents associated with this policy and Any preliminary contextual statements needed to introduce or establish the circumstances within which the policy is set. This is a discretionary data element.

**Other Associated Documents**

**PROCEDURE (separate linked document)**

Procedures are used for information that is lengthy or liable to change more frequently than the policy itself. Procedures usually describe the sequence of actions that implement the policy, with detailed step-by-step instructions. Procedures should state clearly and succinctly how the persons responsible are to carry out the policy decisions in order for the policy to be implemented effectively. Separate procedures can be written for each role that has distinct responsibilities under a policy. Please see the Procedures template.

**APPENDIX (separate linked document)**

As noted above, every policy will have an Appendix A that contains definitions. Please see the template for Appendix A – Definitions.

You may want to add an additional Appendix (Appendix B, C, etc.) to contain detailed information linked to a policy and procedure (e.g., an advisory committee’s membership and terms of reference). An Appendix is typically used for information that is lengthy or liable to change more frequently than the policy itself because of experience, legislative change, legal precedent, or other circumstance.

**SCHEDULE (A, B, C, …)**

Use a Schedule to set out in detail a specific point referred to in the policy (e.g., a list of units that do and do not fall within the scope of the policy). A Schedule is used to increase certainty and avoid misunderstanding, and for information that is lengthy or liable to change more frequently than the policy itself.