

**Office of the University Secretariat
Policy Development Working Group (PDWG)
Terms of Reference**

Background:

Consistent with the [*Protocol for Policies and Procedures at Vancouver Island University*](#) (Protocol Document) the University Secretariat has responsibility for coordinating and managing the development and review of policies and procedures. The review process for all policies and procedures has been in place for several years now and is well documented and detailed in the Protocol Document.

Based on experience and best practices, and in the interest of increasing efficiencies, a preliminary review process will be conducted, in particular for new policies/procedures or substantial revisions to existing policies/procedures *before* they get on the review train. The purpose of this preliminary review is to assess the appropriateness of the policy, ensure compliance with legal and other regulatory requirements, and ensure consistency in terms of language, format, etc.

A Policy Development Working Group (PDWG) has been developed for the purposes of conducting a preliminary screening or “reality-testing” on all new policies/procedures and existing policies/procedures with substantial revisions prior to going forward on the review “train.” It is not within the mandate of the working group to serve as gatekeeper/approver of policies and procedures. The purpose of the working group is outlined below.

Purpose:

The purpose of the PDWG is to:

- Review appropriateness of the policy/procedure as defined in the Protocol Document as follows:
 - Addresses issues of broad concern to the University;
 - Translates values into operating principles and procedures;
 - Ensures compliance with legal and other regulatory requirements;
 - Improves the management of risk;
 - Enhances achievement of the University’s mission;
 - Enhances operational effectiveness; and,
 - Set standards, mandates action or restraints.
- Review impact on other existing policies/procedures.
- Review impact on other departments/faculties, etc. within the institution.
- Provide editorial comments.
- Make recommendation on whether legal advice should be sought.
- Identify gaps and opportunities for enhancements.
- Ensure consistency with generally accepted practices in higher education.

Membership:

University/Secretary/Senior Policy Advisor, Chair	Diny van Beers
2 representatives from the Administration & Finance Council	Brenda McKay Ric Kelm
2 representatives from the Provost's Council (at least one Dean)	David Rees Carol Stuart
1 representative from Student Services	Nancy Twynam
Administrative Assistant, Office of the University Secretariat	Sharen Malone
Proponent of the Policy/Procedure, as required	TBA
Other members from Provost's Council or Service Council, as required	TBA

Operating Procedures:

The PDWG is designed to operate informally as a working group that will ideally operate under consensus. Formal motions will not be required. Likewise, minutes of the meeting will not be taken; however, action items or follow-up information will be recorded.

Frequency of Meetings:

The PDWG will meet monthly or as required.