

## APPENDIX C TO Memorandum of Agreement

### Negotiated Details of Formal AASUA Input into University Policy and Procedure Development

#### 1. Preamble:

The University of Alberta governs itself with a bi-cameral governance structure, as set out in the Alberta *Post-Secondary Learning Act*. The Board of Governors has authority for *business* governance and the General Faculties Council (GFC) has authority for *academic* governance. Within this governance framework, the University has a detailed process for the development, amendment and deletion of policies and procedures. Where appropriate the process involves stakeholder engagement. In the case of academic human resources policies and procedures, the AASUA is currently acknowledged as a formal stakeholder.

The AASUA desires to be acknowledged as a formal stakeholder in the development of policy and procedure contained within the GFC Policy Manual and university-wide policy and procedure within UAPPOL.

Administration is recommending the following amendments to its UAPPOL Document Development Procedure to clarify the role of AASUA as a stakeholder in the review of policies and procedures.

#### 2. AASUA as a Stakeholder

Within the *UAPPOL Document Development Procedure*, the definition of *Stakeholders* will be amended to the following:

“All groups or units for whom this policy has an operational impact or whose activities will be impacted by the policy. **AASUA is considered a stakeholder unless it specifically opts out on a policy-by-policy basis.**”

#### 3. Vetting Process

Within the *UAPPOL Document Development Procedure*:

- a. The definition of *Policy Development Plan* will be amended to the following:

“A plan that includes defining the scope of the policy issue, affirming stakeholders ~~and defining their~~, the stakeholders’ stated role in development and level of engagement, completing the environmental scan, summarizing the changes if it is change to an existing policy, developing a vetting protocol, determining the approval protocol and timelines, and indicating how the proposed policy will be operationalized.”

b. **Vetting** will be defined as (something like):

“Input from stakeholders that shall be sought, considered and responded to by the Development Lead. Written commentary from a particular stakeholder, that is not incorporated, will follow the policy as it passes through the decision-making process, and such written commentary may be amended by the stakeholders at any time during the process.”

#### **4. Orientation and Review of Policy Workplans**

On an annual basis, the University Secretary and the Manager, Policy Standards Office will meet with the AASUA and provide an orientation regarding the University’s policy development and approvals process and will review anticipated work and work-in-progress relating to University policy and procedure. At this time, the AASUA will specifically opt out on a policy-by-policy basis.