

DOCUMENT TYPE	P	
ADMINISTRATIVE	5	
GOVERNANCE	1	
GOVERNANCE	3	
NUMBER	001	
		Policy Database Document Reference Number 513001P

DEVELOPING LA TROBE UNIVERSITY POLICY

Purpose/ objectives	To establish a framework for developing, approving, reviewing, implementing and managing La Trobe University policy.
Scope/ Application	<ul style="list-style-type: none"> • All campuses • All activities • All staff and students.
Policy Statement	<p>University policy should reflect and promote qualities that are consistent with La Trobe University's core values.</p> <p>University policies shall be approved by University Council or by a body delegated by Council to do so (eg Academic Board, Senior Management Committee or a Council Committee).</p> <p>Any member of the University community may initiate policy development, but the appropriate approval path (see Policy Flowchart) must then be followed.</p> <p>Policies should balance thoroughness with cost effectiveness and timeliness.</p> <p>Policies must be reviewed at least every three years.</p>
Supporting Procedures	Developing La Trobe University Policy – Procedures
Responsibility for implementation	Vice-Chancellor (or nominee)
Responsibility for monitoring implementation and compliance	Academic Board Vice-Chancellor or delegate (eg Senior Management Committee)
Status	New.
Key stakeholders	Vice-Principal (Resources and Administration) Academic Board University Secretariat
Approval Body	Council 4 August 2008 item 7.1
Initiating Body or person(s)	Academic Board Senior Executive Group

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Definitions	<p>Core values: responsibility; relevance; critical inquiry; integrity; participation, and excellence (from La Trobe University Strategic Plan 2008-2012).</p> <p>Academic policy/procedure: a policy or procedure directly related to the University's academic activities of teaching, research and research training.</p> <p>Administrative policy/procedure: a policy or procedure relating to administrative activities or academic support.</p>
Related legislation	La Trobe University Act 1964 ss27, 30
Related Policy and other documents	Policy Flowchart Hierarchy of University Governance Documents Policy template Procedure template
Date Effective	August 2008
Next Review Date	August 2009
Keywords	Policy; procedure; hierarchy; quality; guidelines; policy flowchart; approval
Owner/Sponsor	Vice-Chancellor
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