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ADMINISTRATIVE	5	
QUALITY	1	
QUALITY ENHANCEMENT	3	
NUMBER	002	
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DEVELOPING LA TROBE UNIVERSITY POLICY – PROCEDURE


Parent Policy Title	Developing La Trobe University Policy																						
Associated Documents	Policy Flowchart Hierarchy of University Governance Documents Policy template Procedure template																						
Preamble	This procedure comprises part of the framework for developing, approving, reviewing, implementing and managing La Trobe University policy.																						
General	Not Applicable																						
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Quality Control	<p>Policy development will include</p> <ul style="list-style-type: none"> • consultation with relevant stakeholders during the development and research stages of policy preparation. This includes referral to Faculty Board(s) as appropriate. • review of appropriate legislation (University, State and Commonwealth) • research into best practice in the area 																						
Language	<p>La Trobe University policies will:</p> <ul style="list-style-type: none"> • be concise • readable • easily applied and interpreted • follow the University style guide 																						
Type of policy	<p>Does the policy affect teaching, learning or research activity? This is an academic policy.</p> <p>Does the policy affect course development, admissions, unit quality etc? This is an academic policy as it is directly related to academic matters.</p> <p>Does the policy relate to administrative activities that enable the primary activities of the University (ie teaching, learning and research)? This is an administrative policy.</p> <p>Is the policy in response to legislation – eg Equity and Access legislation? This</p>																						

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	<p>could be an academic or administrative policy, as defined above.</p> <p>Is the policy related to facilities, finances, staff etc? This is an administrative policy, as all of these administrative activities enable the primary activities of the University.</p>
Starting points for policy	<ul style="list-style-type: none"> Request by a University body for clarity Initiative of a staff member supported by his or her department or division head Revision of legislation, either University or external Request for clarity from an external body <p>The above list is not exhaustive, but outlines the usual starting points.</p>
Initiation and approval	<p>La Trobe University policies may be initiated by any member of the University community.</p> <ul style="list-style-type: none"> Administrative policies must be endorsed by a Department, Division or Faculty committee or administrative head and approved by the Vice-Chancellor or delegate (eg Senior Management Committee) Academic policies must be endorsed by a Faculty Board or a major policy committee of Academic Board and approved by Academic Board <p>Policies must be referred to the Vice-Chancellor or delegate (eg Senior Management Committee), Academic Board or a Council committee by a member of the Senior Executive Group, the Senior Management Committee or the chair of a major policy committee of Academic Board.</p> <p>Senior Management Committee, Academic Board or a Council committee will refer policies to University Council for approval at their discretion and in accordance with University legislation. Council may choose to delegate powers of approval of policies to another body, including Council committees, the Academic Board or the Senior Management Committee.</p>
Referral to Council	<p>Matters of governance and compliance that cannot be delegated must be referred to Council. These include policies with significant strategic, financial or reputation risk attached.</p>
Difference between Faculty-specific Rule, Campus-specific Rule and University-wide Policy	<p>Policies may be specific to a campus, a division or a faculty. If so, they are referred to as <i>rules</i>.</p> <p>An academic policy must be approved by Academic Board if it affects more than one faculty or division. A rule may be approved by a Faculty Board.</p> <p>An administrative policy must be approved by the Vice-Chancellor or delegate (eg Senior Management Committee) if it affects more than one faculty, campus or division. A rule may be approved by the faculty, division or campus head.</p>
Documentation required	<ul style="list-style-type: none"> Policy document completed according to the Policy Template Procedural document/s completed according to Procedure Template Information paper, requesting approval for the policy. Other options considered and rejected should be briefly outlined, with the reason/s for

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	<p>their rejection. This information paper must use the template attached to the template for procedures, which includes an analysis of risks and its financial implications.</p> <ul style="list-style-type: none"> • Communications Plan
Implementation Process	<p>Upon approval by the relevant body, the Policy and Procedures should be forwarded to the University Secretariat, where they will be added to the University's database of policies and procedures and to the La Trobe University website.</p> <p>Rules should also be referred to the University Secretariat to review whether a whole-of-university policy should be developed.</p>
Monitoring and Review	<p>The owner of the policy and procedures shall report on a regular basis (annually or biennially) to the approving body or individual on compliance. This should be a report of actions taken under the policy and its complementary procedures, exceptions, failures of implementation (if any) and any other issues arising from its implementation.</p>
Status	New
Approval Body	Senior Management Committee Council 4 August 2008 Item 7.1
Initiating Body	Academic Board Senior Executive Group
Definitions	<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>
Date Effective	August 2008
Next Review Date	August 2009
Keywords	Policy; procedure; hierarchy; quality; guidelines; policy flowchart; approval
Owner/Sponsor	Vice-Principal (Resources and Administration)
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