




Doc. type:	PROCEDURE	
Category:		
Collections:		
Ref. No.	TRIM XYZ	

## DEVELOPING LA TROBE UNIVERSITY POLICY – PROCEDURE

<b>Parent Policy Title</b>	Developing La Trobe University policy																						
<b>Associated Procedures</b>	Not Applicable																						
<b>Preamble</b>	This procedure comprises part of the framework for developing, approving, reviewing, implementing and managing La Trobe University policy.																						
<b>General</b>	Not Applicable																						
<b>Table of Contents</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Item</th> <th style="text-align: left;">Section</th> </tr> </thead> <tbody> <tr> <td>Quality Control</td> <td>1</td> </tr> <tr> <td>Language</td> <td>2</td> </tr> <tr> <td>Type of policy</td> <td>3</td> </tr> <tr> <td>Starting points for policy</td> <td>4</td> </tr> <tr> <td>Initiation and approval</td> <td>5</td> </tr> <tr> <td>Referral to Council</td> <td>6</td> </tr> <tr> <td>Difference between Faculty-specific Rule, Campus-specific Rule and University-wide Policy</td> <td>7</td> </tr> <tr> <td>Documentation required</td> <td>8</td> </tr> <tr> <td>Implementation Process</td> <td>9</td> </tr> <tr> <td>Monitoring and Review</td> <td>10</td> </tr> </tbody> </table>	Item	Section	Quality Control	1	Language	2	Type of policy	3	Starting points for policy	4	Initiation and approval	5	Referral to Council	6	Difference between Faculty-specific Rule, Campus-specific Rule and University-wide Policy	7	Documentation required	8	Implementation Process	9	Monitoring and Review	10
Item	Section																						
Quality Control	1																						
Language	2																						
Type of policy	3																						
Starting points for policy	4																						
Initiation and approval	5																						
Referral to Council	6																						
Difference between Faculty-specific Rule, Campus-specific Rule and University-wide Policy	7																						
Documentation required	8																						
Implementation Process	9																						
Monitoring and Review	10																						
<b>1. Quality Control</b>	<p>Policy development will include</p> <ul style="list-style-type: none"> <li>• <b>consultation</b> with relevant stakeholders during the development and research stages of policy preparation. This includes referral to Faculty Board(s) as appropriate.</li> <li>• <b>review</b> of appropriate legislation (University, State and Commonwealth)</li> <li>• <b>research</b> into best practice in the area</li> </ul>																						
<b>2. Language</b>	<p>La Trobe University policies will:</p> <ul style="list-style-type: none"> <li>• be concise</li> <li>• readable</li> <li>• easily applied and interpreted</li> <li>• follow the University style guide</li> </ul>																						
<b>3. Type of policy</b>	<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 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</p>																						

Doc. type:	PROCEDURE	
Category:		
Collections:		
Ref. No.	TRIM XYZ	

	the University.
<b>4. Starting points for policy</b>	<ul style="list-style-type: none"> <li>• Request by a University body for clarity</li> <li>• Initiative of a staff member supported by his or her department or division head</li> <li>• Revision of legislation, either University or external</li> <li>• Request for clarity from an external body</li> </ul> <p>The above list is not exhaustive, but outlines the usual starting points.</p>
<b>5. Initiation and approval</b>	<p>La Trobe University policies may be initiated by any member of the University community.</p> <ul style="list-style-type: none"> <li>• 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)</li> <li>• Academic policies must be endorsed by a Faculty Board or a major policy committee of Academic Board and approved by Academic Board</li> </ul> <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>
<b>6. Referral to Council</b>	<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>
<b>7. Difference between Faculty-specific Rule, Campus-specific Rule and University-wide Policy</b>	<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>
<b>8. Documentation required</b>	<ul style="list-style-type: none"> <li>• Policy document completed according to template</li> <li>• Procedural document/s completed according to template</li> <li>• Information paper, requesting approval for the policy. Other options considered and rejected should be <b>briefly</b> outlined, with the reason/s for their rejection. This information paper must use the template attached to the template for procedures, which includes an analysis of</li> </ul>

<b>Doc. type:</b>	<b>PROCEDURE</b>	
<b>Category:</b>		
<b>Collections:</b>		
<b>Ref. No.</b>	<b>TRIM XYZ</b>	

	<p>risks and its financial implications.</p> <ul style="list-style-type: none"> <li>• Communications Plan</li> </ul>
<b>9. Implementation Process</b>	<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>
<b>10. Monitoring and Review</b>	<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>
<b>Status</b>	New
<b>Approval Body</b>	Senior Management Committee Council 4 August 2008 Item 7.1
<b>Initiating Body</b>	Academic Board Senior Executive Group
<b>Date Effective</b>	August 2008
<b>Next Review Date</b>	August 2009
<b>Owner/Sponsor</b>	Vice-Principal (Resources and Administration)
<b>Author</b>	Pro Vice-Chancellor (Quality Enhancement)
<b>Contact person</b>	<a href="mailto:quality@latrobe.edu.au">quality@latrobe.edu.au</a>