

3.2 Council

3.2.1

3.6.1 The Policy Owner is the named role (rather than a named individual) who is responsible for the development, appropriate approval, implementation, review, and update of any policy owned by their Division or institutional area. Where possible the Policy Owner should be a member of the University Executive Team or a Director of a Professional Services Division.

3.6.2 The Policy Owner, or an individual designated by them, is responsible for:

ensuring that any necessary supporting documents are in place to sit alongside the policy and that other relevant institutional policies, processes etc. are linked to the policy;

ensuring the policy (once formally approved) is published on the relevant area of the University's website and for liaising with the Information Manager to ensure that policies are linked from the central Policy Library; and

raising awareness of the policy via the appropriate channels and for facilitating any related training where necessary.

4. **POLICY**

4.1 **Definitions**

4.1.1 A **policy** is a high-level statement of principles, requirements or behaviours that apply broadly across the University, which is used as the basis for taking actions or decision making. A policy reflects institutional values and supports the delivery of the University's strategy.

4.1.2 A **policy** will articulate expectations and requirements, and reflect legal and regulatory obligations, sector standards, or high-level operational requirements. As such, policies must be complied with by all individuals.

Responsibilities;
Policy;
Legislation and Good Practice (where relevant).

- 4.2.2 Each policy must include a completed 'Review / Contact / References' box at the end of the policy document, which includes links to all related internal policies, procedures, guidance etc., particularly those referred to within the policy itself.
- 4.2.3 Policies should be written in clear, accessible, and straightforward language, and not require technical knowledge or use technical terms (except where they are defined).
- 4.2.4 Whilst all relevant procedures and processes should be signposted to in the policy, policies should not include the details of procedures or operational processes.
- 4.2.5 In some cases, it may be appropriate to include appendices in a policy, for example, where a chart or table is required. In these cases, they should be appended at the end of the main body of the policy, after the 'Review / Contact / References' box, and are considered part of the policy itself for approval purposes. Appendices should not include procedural / process or guidance documents.
- 4.2.6 The University Policy Template is appended to this policy and both the Template and guidance on how to use the Template are linked at the end and are also available from the Information Manager.

4.3 **Development, Approval and Dissemination**

- 4.3.1 The University's Information Manager should be engaged at the drafting stage for any new or updated policies, in order to provide support in relation to adherence to this policy and use of the University Policy Template.
- 4.3.2 GCGC should be consulted where necessary during the drafting or updating of policies, for example where the policy relates to legislative or regulatory requirements.
- 4.3.3 All policies must be approved by Council, Senate, or the Vice-Chancellor. Where la /P (y) Td(it)8.2n-6

4.4 Storage, Archiving and Deletion

- 4.4.1 All policies should be uploaded to one consistent location (URL) only and always replaced using the same URL. This ensures that only one, and the latest, version of a policy is available at any given time and avoids broken links.
- 4.4.2 The URL should also be linked from the University Policy Library as managed by the Information Manager.
- 4.4.3 Documents used in the development of policies, and previously approved versions of policies, should be retained locally by the Policy Owner and managed in line with the University's Master Records Retention Schedule.
- 4.4.4 Where a policy is no longer required – rather than being superseded by an updated version – it should be deleted and removed from the Policy Library and University webpages. A decision to delete a policy should be made by the body with approval authority in relation to the policy as set out in paragraphs 3.2 to 3.4 above.

4.5 Review and Revision

- 4.5.1 The Policy Owner is responsible for ensuring that policies are reviewed and updated, as necessary. Policies should have a default review date that is three years from the date of last review and/or approval, unless a shorter review timeframe is required e.g. because of changes to legislation.
- 4.5.2 Where changes are required to a policy, the same approval route should be followed as is required for new policies. Where amendments are only needed to ensure accuracy, for example, changes to School or Divisional names, job titles etc., Council, Senate or the Vice-Chancellor may delegate approval of such amendments to a member of Council, Sen5 (e)-3 (e)-5.9 (lic)9 (y)-4.6 (OM.3 (an)22-3.6 (f)2.7 ()10.ie)7.9 (v(e)-3 (e)-5.9

Review / Contacts / References