

POLICIES FORUM 2021

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Title: **Communicable Diseases and Pandemic Policy**

Mask or Face Covering Standard

Policy Statement: The University is committed to taking all steps necessary to protect the health, safety and well-being of all Members of the University Community while on University Property. The University is required to implement appropriate measures in response to a Pandemic in order to help prevent the further spread of a Communicable Disease and protect and support all Members of the University Community while on University Property.

Background: During the summer of 2020 as a result of the ongoing issues surrounding COVID-19, a need was identified for a policy to be put in place to clearly articulate University administration's authority to make any and all necessary decisions and operational changes in order to respond to COVID-19 in the best interests of the University and its students and employees.

Additionally, given emerging medical evidence and guidance regarding the benefits of mask wearing as a mitigation tool against transmission of COVID-19, it was determined that policy direction regarding the wearing of masks or face coverings on campus was also required.

Highlights: The Communicable Diseases and Pandemic Policy clearly and explicitly sets out the University's authority to respond to a pandemic in any manner deemed necessary in order to limit the spread of a Communicable Disease (including COVID-19) and protect the health, safety and well-being of all individuals on campus.

The Mask or Face Covering Standard puts in place temporary requirements regarding the wearing of a mask or face covering on campus in order to limit the spread of COVID-19, and allows University administration to manage and enforce the wearing of a mask or face covering on campus. The Standard also includes a list of those individuals exempted from the requirement to wear a mask or face covering. The Standard was originally effective until December 31, 2020 and has since been extended twice due to the ongoing COVID-19 pandemic. Executive Council has the ability to revoke or extend the Standard prior to the specified expiry date.

Since original implementation, the Standard has been revised twice as follows:

December 1, 2020: Revised in order to ensure alignment with provincial government-mandated mask requirement in all indoor workplaces and expiry date extended to April 30, 2021.

April 20, 2021: Reviewed to ensure the Standard continues to accurately reflect all government-mandated requirements and restrictions. Revised to provide clarity on when a mask or face covering can be removed by an instructor and expiry date extended to August 31, 2021.

Implications/Impact: All individuals on campus must comply with the requirements of the Mask or Face Covering Standard. Compliance with the Standard will be monitored and enforced by the University in accordance with existing processes in place.

Effective Date: August 5, 2020

Submission Prepared By: Michelle Plouffe, Vice-President and General Counsel

Title: **Board of Governors Code of Conduct**

Policy Statement: The Board of Governors Code of Conduct is written in accordance with the *Conflicts of Interest Act*, as amended from time to time. The Code of Conduct provides guidance and structure to the Board in fulfilling its obligations and duties under the Act.

Background: On July 28, 2020, Order in Council 237/2020 was issued which removes the President of The Board of Governors of Grant MacEwan University as a “designated senior official” as defined within the *Conflicts of Interest Act* (the “Act”). As a result of this removal, the President is no longer subject to certain requirements in the Act, including those provisions related to restriction on holding publicly-traded securities, filing financial disclosure statements with the Ethics Commissioner, and 12-month cooling off period from holding certain positions following a term as President.

Highlights: The Board of Governors Code of Conduct was revised to remove the reference to the President as “designated senior official” and clarify the President’s role as a “senior official” under the Act.

Implications/Impact: The change removed any inconsistency between wording contained in the Code of Conduct which could have lead to confusion regarding requirements under the *Conflicts of Interest Act* for the President’s position.

Effective Date: October 8, 2020

Submission Prepared By: Bronwyn Snefjella
Governance Officer, Office of University Governance

Title: **Employees' Code of Conduct**

Policy Statement: MacEwan University employees are placed in a position of trust. All employees are expected to act in a way that reflects the place they hold in the public sphere and to maintain the trust and regard expected of the employees of a publicly-assisted undergraduate university.

Employees must ensure that their actions and decisions are conducted in a manner that is reasonable, honest and in the best interest of the University. Conflicts of interest and Conflicts of commitment are to be avoided or, where this is not possible, declared and managed in accordance with the Employee's Code of Conduct.

Background: The Employees' Code of Conduct was approved in 2018 in compliance with the *Conflicts of Interest Act*. On July 28, 2020, through an Order in Council, the President is no longer a designated senior official under the *Conflicts of Interest Act*, which resulted in inaccuracies in the Employees' Code of Conduct.

Highlights: Revised to remove the President as a designated senior official under the *Conflicts of Interest Act* and to remove transitional provisions relating to the President that no longer apply.

Implications/Impact: The changes remove certain restrictions on the President that were formerly required as a designated senior official under the *Conflicts of Interest Act*.

Effective Date: The revised Code was approved effective by the Board of Governors on October 8, 2020 and approved by the Ethics Commissioner on August 13, 2020.

Submission Prepared By: Caitlin Goyeau
Strategic Coordinator, Human Resources Administration

Title: **General Faculties Council Bylaws**

Policy Statement: MacEwan University's General Faculties Council (GFC) shall be responsible for the academic affairs of University, subject to the authority of the Board of Governors. In managing the University's academic affairs, the GFC shall have the powers, duties, and authorities granted to general faculties councils in the *Post-secondary Learning Act*. The GFC establishes a governance framework to enact its responsibility for the academic affairs of the University.

Background: In 2019, MacEwan University was confirmed as an "undergraduate university" in Part 1 of the Alberta *Post-Secondary Learning Act*. Being moved into Part 1 of the Act meant, amongst other changes, the implementation of a GFC to replace the Academic Governance Council (AGC) as the chief body of academic governance in the institution. This change required the development of new Bylaws for the GFC.

Highlights: The new GFC Bylaws formally establish the GFC and lay out its powers and duties, membership, standing committees, and the rules governing its meetings and members.

The change reflects the maturation of governance in the institution rather than a particular change in the Bylaws, which includes the restructuring of the GFC standing committees to reflect various academic policy areas.

Implications/Impact: The practical impacts of changes include changes to membership, new processes such as Faculty and School Councils directly electing their representatives, and changes to structure and membership of subcommittees.

Effective Date: September 1, 2020

Submission Prepared By: Bronwyn Sneffella
Governance Officer, Office of University Governance

Title: **Student Advisory Committees**

Policy Statement: MacEwan University values the feedback Students provide concerning matters that relate to their education and is committed to providing Students with the opportunity to provide that feedback.

Background: As a result of a scheduled periodic review, the Student Advisory Committees policy was revised to better support the value of student feedback in supporting the University's mission of student success and excellence in teaching and learning. Student Advisory Committees are one method of providing this valued feedback.

Highlights: The policy was broadened to allow Faculties/Schools to have autonomy in their procedures while maintaining elements of institutional consistency and to ensure opportunity for all students. Roles and mandate were clarified while procedural elements were removed.

Implications/Impact: The policy revisions will allow Faculties/Schools to consider revisions to accompanying procedures to ensure those procedures are consistent with the administrative choices and needs of individual Faculties/Schools.

Effective Date: June 14, 2021

Submission Prepared By: Cassie Prochnau
Interim Associate Vice-President, Students & Teaching

Title: **Student Code of Conduct (new)**
Student Appeals Policy (revised)
Student Discipline Policy (rescinded)
Student Rights and Responsibilities Policy (rescinded)

Policy Statement: MacEwan University provides students with a transformative, academically rigorous, personal learning experience in a creative, collaborative, and supportive learning environment. We are focused on a learner-centered approach to providing programs and services. Central to this approach is the need to foster a strong community in which students are safe to critically engage in all aspects of their education.

Background: The creation of a Student Code of Conduct clarifies the expectations on students required to ensure the integrity and values of the university while supporting a positive learning and working environment for all. It provides students with a guide to enhance their learning and growth opportunities, and ultimately assists in the development of students as engaged citizens.

Any related student policies were reviewed during the development of the Student Code of Conduct to determine any other policy action which may be required in order to ensure alignment.

Highlights: The Student Code of Conduct provides general guidelines that will be upheld through coordination with applicable policies and procedures, such as the Student Academic Integrity Policy, the Student Academic Misconduct Procedure, and the Student Non-Academic Misconduct Policy and Procedure.

Any breaches of the Student Code of Conduct will be handled under the applicable policies and procedures.

In order to provide clarity when individual policies with documented appeals procedures overlap with the Student Appeals Policy, the policy statement of the Student Appeals Policy was revised to clarify the applicable appeal pathway where an alternative policy or procedure provides specific appeal language.

The Student Code of Conduct provides students with a specific and clear reference for understanding their responsibilities as members of the MacEwan University Community.

Implications/Impact: The Student Code of Conduct supports the Student Non-Academic Misconduct Policy and Procedure and the Student Academic Integrity Policy and Student Academic Misconduct Procedure.

The Student Discipline Policy and the Student Rights and Responsibilities Policy have been rescinded given the content of those policies is now fully covered within the Student Code of Conduct, Student Academic Integrity Policy, Student Academic Misconduct Procedure, Student Non-Academic Misconduct Policy and Procedure, and Statement on Freedom of Expression. Rescission of these policies was necessary to avoid overlap and ensure clarity as to process.

Effective Date: January 25, 2021

Submission Prepared By: Cassie Prochnau
Interim Associate Vice-President, Students & Teaching

Title: **Grading Policy (revised)**

Grading Procedure (new)

Policy Statement: MacEwan University utilizes one letter grade system based on the Alberta Common Grading Scheme for the reporting of final grades in credit courses. The system used is a 4.0-grade point value system consisting of 12 letter grades and 11-grade points. All final grades shall be recorded in the student information system using letter grades. Letter grades shall be converted to the four-point grading scale for the calculation of a Grade Point, where applicable.

Background: The Grading Policy was overdue for comprehensive review and contained some information which was out of date and required correction. In addition, some elements were reconsidered and changes implemented.

A new Grading Procedure was also developed to capture the existing procedural elements from the Grading Policy and the new procedure reflects any necessary changes and updates to those procedures.

Highlights: The Grading Policy is streamlined by moving procedural elements into the new procedure, removes discretionary supplemental exams, and provides clarification on grading system, grade change submission and change process, GPA, and transcript notation.

The new procedure contains changes to:

- Assessment early in the course to promote early feedback of student work to allow students time to make informed decisions, and support success in subsequent course work.
- Reassessment of marks to simplify and clarify the process to dispute evaluated work and reduce the stages of a grade appeal. This encourages students to initiate any dispute at the time they receive a mark, rather than wait to the end of the term to attempt to appeal a final grade.
- Removal of fees for Incomplete Grade requests and Reassessment process to avoid inconsistent practices and ensure fair and equitable process for all students.
- In addition, other updates have been made to clarify and reflect current business practices.

Implications/Impact: The policy and procedure reflects a focus on supporting student success, implementing a simplified appeal process,

and providing clarity for both faculty and students regarding the grading practices and the evaluation of student performance. The new procedure provides clear steps for appealing marked assessments and outlines specific requirements for assessment of student work.

Effective Date: September 1, 2021 (2021-22 Academic Year)

**Submission
Prepared By:** Melissa Merrigan
Associate Registrar, Records

Title: **Student Assessments Policy (revised)**

Student Deferrals Procedure (new)

Disrupted Final Assessment Procedure (revised)

Policy Statement: MacEwan University upholds the highest academic standards while maintaining a supportive Student-centered environment. Assessments are critical elements of the University's educational process, enabling the achievement of learning outcomes and ensuring academic rigor. It is critical that assessments be administered in ways that uphold the University's standards for academic integrity, timeliness of evaluation and fairness. The University is committed to accommodating special requirements for assessments as required by Human Rights. In addition, the University is cognizant that, owing to Exceptional Circumstances, Students will sometimes require deferral of assessments, which must be approved by the appropriate University offices.

Background: In order to address gaps in policy relating to assessments and exam deferrals and to ensure policy accurately reflects current practices, the Office of the Associate Vice-President, Students and Teaching in collaboration with the Office of the University Registrar, proposed the revision of the Final Assessment Policy and the creation of a corresponding Student Deferrals Procedure. The Disrupted Final Assessment Procedure also required review to ensure alignment.

Highlights:

- The policy name was changed from Final Assessment to Student Assessments.
- The policy was revised to expand its scope beyond final examinations to include other types of assessment for which deferrals may be requested.
- The new Student Deferrals Procedure provides more specific detail and process around the policy framework and identifies specific business operations.
- The Disrupted Final Assessment Procedure was revised to replace any reference to "unforeseen circumstances" with "exceptional circumstances" to create consistency

and ensure alignment with the Student Assessments Policy and the Student Deferrals Procedure.

Together the policy revisions and the new procedure provide clarity for both faculty and students through step-by-step processes for managing deferred assessments and context for the role of the Exam Services Centre.

Implications/Impact: The policy changes directly support students by clearly articulating and outlining the processes around assessments at MacEwan.

Effective Date: May 3, 2021

Submission Prepared By: Cassie Prochnau
Interim Associate Vice-President, Students & Teaching

Title: **Employment Equity and Inclusion Policy**

Policy Statement: MacEwan University is committed to the principles of diversity, equity and inclusion and will recognize and address barriers to and in employment. The University values the diverse backgrounds, lived experiences, points of view and identities of its employees and recognizes the importance of this diversity in creating a welcoming learning environment for students and an inclusive and equitable working environment for employees.

Background: The diverse backgrounds, lived experiences, points of view and identities of University employees contribute to creating a welcoming learning environment for students and an inclusive and equitable working environment for employees. In recognition of this, it has become best practice among post-secondary institutions to collect equity, diversity and inclusion (EDI) data from students and employees. This data is used to measure diversity, to identify and address systemic inequalities, and to develop programs that promote an equitable and inclusive environment.

Highlights: The new Employment Equity and Inclusion Policy outlines the University's commitment to diversity, equity and inclusion and establishes guidelines regarding the collection and use of employment equity data.

Implications/Impact: The new Employment Equity and Inclusion Policy:

- Formalizes MacEwan's approach to EDI data collection, which will inform recruitment practices and support the development of education and engagement opportunities.
- Articulates equitable recruitment practices that recognize diversity as an important part of an individual's lived experiences, among the other important factors such as education, work experience and talents.
- Aligns with Canada Research Chair requirements related to equity, diversity and inclusion.

Effective Date: June 3, 2021

Submission Prepared By: Caitlin Goyeau
Strategic Coordinator, Human Resources Administration

Title:	<p>Harassment and Violence Policy (new)</p> <p>Responding to Harassment and Violence Procedure (new)</p> <p>Harassment Policy (rescinded)</p> <p>Violence in the Workplace Policy (rescinded)</p>
Policy Statement:	<p>MacEwan University recognizes that each Member of the University Community has the right to learn and work in a respectful and professional atmosphere that promotes equal opportunities and prohibits discriminatory practices. Harassment and Violence are serious matters and will be treated as such. All Members of the University Community are responsible for creating an environment that is free of Harassment and Violence. The reporting of all incidents of Harassment and Violence is encouraged.</p>
Background:	<p>Based on changes within Occupational Health and Safety legislation in 2018, the Harassment and Violence Policy and Harassment and Violence Procedure were developed to respond to new legislative requirements. As a result of the development of the new policy and procedure and once those policy documents come into effect, the existing Harassment Policy and Violence in the Workplace Policy will be rescinded.</p>
Highlights:	<p>The Harassment and Violence Policy contains the following:</p> <ul style="list-style-type: none"> • A commitment to foster a University environment free from harassment and violence; • A general prohibition on harassment and violence during the course of University-sponsored activities, while on University premises, and while in virtual environments under the University's control; • A commitment to respond to complaints of harassment and violence, including through investigation insofar as that is possible; • A commitment to confidentiality of complaints insofar as that is possible; and • A commitment to track and maintain information on the number of complaints, and results of investigations.
Implications/Impact:	<p>Faculties and administrative departments must follow the policy and procedure, which includes processes for:</p> <ul style="list-style-type: none"> • reporting complaints of harassment or violence;

- responding to complaints; and
- resolving complaints through applicable policy or collective agreement.

Effective Date: September 1, 2021

**Submission
Prepared By:** Loredana Longo, Director
Office of Health, Safety & Environment

Title: **Recruitment Policy (revised)**
Procedure for Relocation (new)

Policy Statement: Recruitment at MacEwan University is conducted in a fair and transparent manner that is grounded in strategic objectives.

Background: A review of the recruitment policy resulted in a recommendation that relocation provisions revert to an expense reimbursement model.

Highlights: Relocation expenses are no longer permitted as a lump sum allowance and the new procedure establishes how requests for reimbursement are submitted and approved.

Implications/Impact: Reimbursement processes align both internally and with the Government of Alberta Public Service Relocation and Employment Expenses Regulation.

Improvements in business process and updated system configuration address gaps in oversight and record-keeping.

Effective Date: June 3, 2021

Submission Prepared By: Caitlin Goyeau
Strategic Coordinator, Human Resources Administration

Title: **Alumni Policy**

Policy Statement: MacEwan University recognizes that Alumni are its greatest legacy and ambassadors, and as such the University is committed to supporting their continued growth, celebrating their achievements, and strengthening their connection to the University – as volunteers, returning students, employees, advocates, donors and mentors.

Through principled management of Alumni information, the University is committed to building lifelong relationships with Alumni. MacEwan University Alumni have a formal opportunity to engage on relevant issues and University matters through the MacEwan University Alumni Association and Alumni Advisory Council.

Background: In August 2019, a gap in the definition of alumni was identified as it relates to Inclusion Alberta graduates.

Highlights: “Alumni” is now defined as persons who have received:

- a ministry approved credential;
- a professional development certificate;
- a certificate of achievement with support from Inclusive Post-Secondary Education; OR
- have successfully completed 30 credits of a formal transfer program from the University.

The terminology “continuing education certificate” has also been updated in the policy to “professional development certificate” based on feedback from the School of Continuing Education received during the consultation process.

Implications/Impact: The amendment is in keeping with the University’s equity, diversity and inclusion initiatives and was overwhelmingly supported throughout the consultation process.

Effective Date: June 3, 2021

Submission Prepared By: Michelle Stevenson
Director, Alumni

Title: **Alumni Awards Policy (revised)**

Alumni Awards Procedure (new)

Policy Statement: Through the granting of Alumni Awards, MacEwan University recognizes that Alumni are its greatest legacy and ambassadors.

Background: Since the Alumni Awards Policy was last revised, MacEwan has become a degree granting university which now has over 80,000 alumni, an Alumni Association, an Alumni Advisory Council, and alumni representation at the Board of Governors level. With this in mind, the policy required review and revision in an effort to ensure it is reflective of today's institutional values, processes, and organizational structure.

The newly established MacEwan University Alumni Association, represented by the Alumni Advisory Council, undertook a comprehensive review of the existing Distinguished Alumni Award Policy. The revised policy and new procedure present an opportunity for the University to build strong relationships with prominent alumni and align the institutional brand with the accomplishments of its graduates. With MacEwan University's 50th Anniversary year on the horizon, it is important to ensure an updated and strong policy to guide the nomination and awards process for future alumni recognition opportunities.

Highlights:

- Changes the policy name from Distinguished Alumni Award to Alumni Awards Policy.
- Introduces the Emerging Leader Award for recent graduates.
- Allows flexibility to recognize future alumni based on criteria that falls outside of the Distinguished Alumni Award and the Emerging Leader Award.
- Acknowledges existence of Alumni Advisory Council and new Board of Governors Alumni representatives by included representatives on the Alumni Awards Selection Committee, including Alumni Advisory Council in overall approval process. Allows for revocation in the event of significant misconduct by a recipient.

Implications/Impact: Recommendations for all Alumni Awards will be recommended by the Alumni Awards Selection Committee to the Alumni Advisory Council for consideration. On

recommendation from Alumni Advisory Council, the Board has final approval authority. The policy serves as a foundational document from which to build future alumni recognition and engagement programming.

Effective Date: June 3, 2021

**Submission
Prepared By:** Michelle Stevenson
Director, Alumni

Title: **Facilities Rental Policy (revised)**

Facilities Rental Procedure (new)

Policy Statement: MacEwan University is committed to responsible stewardship of University resources, including the use of Facilities. Where University Facilities are not required for courses, learning activities or Internal Events, the University may pursue entrepreneurial and sponsorship opportunities through rental of its Facilities. The rental of any Facilities shall be done in a manner which: augments public funding, covers all Fees related to the event, ensures responsible stewardship of University resources, supports Affiliated Entities and sponsorship opportunities, protects the security of persons and property, and is consistent with the University's mission, vision and values.

Background: The consolidation of MacEwan campuses to the city centre campus required a review of the Facilities Rental Policy as each campus had different processes in place for reviewing, accepting, and charging for space rentals on campus. Based on that review it was determined that the policy was not being applied equitably, particularly with regards to the definition of Affiliated Groups or Entities.

The revision of the policy and the development of the new procedural document serves to ensure all definitions are clear and the process is streamlined and centralized.

Highlights: The new procedure document clearly outlines authority and responsibility of space booking, how to determine what constitutes an Affiliated Entity, the process for requesting space as an Affiliated Entity, and any consultation required.

Implications/Impact: The revised policy and new procedure streamline facility rental processes on campus.

Effective Date: June 3, 2021

Submission Prepared By: Jennifer Garg
Senior Manager, Business Support Services, Campus Services

Title: **Parking Policy (revised)**

Parking Procedure (new)

Policy Statement: MacEwan University shall provide for and operate parking facilities on University owned and controlled property.

Background: A full review of the Parking Policy was completed, and an accompanying procedural document was developed to provide detailed information about parking operations on campus. The development of an accompanying parking procedure is consistent with comparable post-secondary institutions in Alberta.

Highlights: The new Parking Procedure provides more detail on key parking related guidelines, such as daily, hourly and guest parking, bicycle parking, designated parking areas, and violations/enforcement.

Implications/Impact: No significant implications or impact.

Effective Date: June 3, 2021

Submission Prepared By: Jennifer Garg
Senior Manager, Business Support Services, Campus Services

Title: **Honorary Doctorates Policy**

Honorary Doctorates Procedure

Policy Statement: The Board of Governors of Grant MacEwan University is empowered to grant honorary degrees, as set out in the *Post-Secondary Learning Act*, on the recommendation of the University President. Through the granting of an Honorary Doctorate, MacEwan University acknowledges individuals whose contributions to society merit the institution's greatest distinction.

Background: The Honorary Doctorates policy and procedure were developed to provide guidelines for the conferment of an honorary doctorate at MacEwan University as per the *Post-Secondary Learning Act* Section 107(2).

Highlights: The Doctor of the University (D. Univ.), conferred as *honoris causa* ("for the sake of honour"), aligns with honorary doctorates awarded at other Canadian institutions.

Implications/Impact: MacEwan University's reputation as an institution with strong community ties both in Edmonton and throughout the province is bolstered by the granting of honorary doctorates to those individuals whose contributions to society merit its greatest distinction.

Effective Date: February 2, 2021

Submission Prepared By: Stacey Martin
Strategy Analyst, Policy and Projects
Office of the Provost & Vice-President, Academic

Title: **Ethical Review of Research with Human Participants**

Policy Statement: All research that involves human participants requires review and approval by the Research Ethics Board (REB) in accordance with the most current version of the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS2), before the research is started.

Respect for human dignity requires that research involving humans be conducted in a manner that is sensitive to the inherent worth of all human beings and the respect and consideration that they are due. Respect for human dignity is expressed through three core principles—Respect for Persons, Concern for Welfare, and Justice. These core principles transcend disciplinary boundaries and, therefore, are relevant to the full range of research covered by this policy.

Background: The Panel on Research Ethics (PRE) is a federal organization responsible for addressing the evolving needs of Canada's three federal research agencies (or, the Tri-Agencies), CIHR, NSERC and SSHRC, in promoting the ethics of research involving humans. As the needs of the Tri-Agencies evolve, the PRE updates the ethical guidelines detailed in the TCPS2.

As the most recent version of the TCPS2 was released in September 2019, MacEwan's policy was revised to align with the new TCPS2 guidelines to ensure that MacEwan and its researchers remain in compliance. Failure to do this would have a significant impact for MacEwan and our researchers, including putting our ability to apply for Tri-Agency funding in jeopardy.

Highlights: Revisions were made to align with MacEwan's current policy template, to use more appropriate, inclusive and gender neutral wording, to more explicitly state the requirements of the REB, and to reflect changes made to the TCPS2.

A new section describing Non-Compliance, including the definition, examples, and actions that will occur as a result of non-compliance based on its severity was added.

Implications/Impact: Failure to adhere to the requirements of the TCPS2 would have an impact on MacEwan's reputation, and our standing with the Tri-Agencies, including our ability to receive

research funding and conduct research involving human participants.

While the revisions to the policy provide more specific guidance on already-existing procedures, the core principles remain the same.

Effective Date: June 29, 2020

Please note that this policy is again under review and is currently at the public consultation stage of the policy development process. As the REB implemented an extensive series of TCPS2-compliant standard operating procedures in October 2020, the policy is being revised to remove all operational items. This will result in a more concise policy document that describes the principles of the REB.

**Submission
Prepared By:** Rebecca Mitchell
Research Ethics Officer

ANTICIPATED NEW POLICY DOCUMENTS 2021-2022

Flag Policy

- Will provide direction related to the flying and displaying of flags on campus and at University events.

Demonstration on Campus

- Proposed policy mitigates risk associated with demonstrations held on campus by promoting registration of demonstration activities in appropriate space and providing clear conduct guidelines for participants.

Procedures for Postdoctoral Fellows

- Establishes the operational processes for approving Postdoctoral Fellows employed at MacEwan as a means of recognizing, conducting and promoting research activities at the University.

Leave of Absence Policy

- Will clarify the program discontinuation process for students who need to be away for 12 consecutive months and will outline the terms, areas of responsibility and authorities with respect to a Leave of Absence request by a student.

Curriculum Policy

- Will provide information on purpose, outline expectations for curriculum related approvals and authorities, and provide clarity to the academy on who approves which curriculum changes and which processes are used to implement and document curricular additions and changes.

Tuition and Fees Policy

- Will outline the university's roles and obligations relative to tuition and student fees, clearly articulating applicability, relevant definitions, and responsibilities.

Stale Dating of Courses Policy

- Aims to ensure students only receive credit for courses that meet and are aligned with current curricular requirements.

Faculty of Fine Arts and Communications Student Advisory Committee Procedures

- Outlines the roles and responsibilities, mandate, communications and operations, and membership of Faculty of Fine Arts and Communications Student Advisory Committees.

POLICY DOCUMENTS CURRENTLY UNDER REVIEW OR REVISION

- Investments Policy
- Employment Policy for Out of Scope Employees
- Academic Calendar Policy
- Media Policy
- Scheduling Policy
- Sustainability Policy
- Ethical Review of Research with Human Participants Policy
- Graduation Policy
- Work Integrated Learning Policy
- GFC Faculty Reapportionment Procedure
- Pension Participation Policy
- Procedures for Senior Administrator Appointments, Procedures for Reappointments, Acting Senior Administrator Procedure
- Awarding Posthumous Credentials Procedure
- Academic Standing Policy
- Legal Resources Policy, Handling of Labour Matters Procedure, Management of External Legal Counsel Procedure
- Responding to Sexual Violence Procedure
- Food Services Policy
- Liquor Service and Permits Policy
- Student Advisory Committees Procedures: Faculty of Arts and Science
- Copyright Policy
- Program Approvals and Changes Procedure, Course Approvals and Changes Procedure (in conjunction with development of new Curriculum Policy)
- Contracts Review and Signing Authority Policy

POLICY DOCUMENTS CURRENTLY UNDER CONSIDERATION FOR RESCISSION

- Student Appeals Policy
- Continuing Education Policy
- Program Approvals and Changes Policy, Course Approvals and Changes Policy (in conjunction with development of new Curriculum Policy)
- Assessment and Payment of Tuition and Student Fees Policy, Refunds of Tuition and Student Fees Policy, Special and Material Fees Policy (in conjunction with development of new Tuition and Fees Policy)
- Reproduction and Use of Copyrighted Material Policy