



November 2020 No. 2.0

Welcome to the second edition of the monthly Policy Library Newsletter. This month we will provide you with the latest information about policies and delegations, including:

- New, amended and rescinded policy documents
- Our feature policy suite
- Updates on the major review of policies and delegations to align with the new Policy Governance Framework and the new Delegations Framework
- Policy Library changes.



New, Amended and Rescinded Policy Documents

The following new and amended policy documents have been approved from October-November 2020:

- [Achievement Relative to Opportunity Guidelines](#)
- [Assessment Policy](#) (effective for implementation from Trimester 1 2021)
- [Assessment Procedure for Staff](#) (effective for implementation from Trimester 1 2021)
- [Assessment Procedure for Students](#) (effective for implementation from Trimester 1 2021)
- [Calculation of GPA Procedure](#)
- [Enterprise Risk Management Framework](#).

The following documents have been approved for rescission:

- [Assessment Policy](#) (current, rescission effective from Trimester 1 2021)

- University Student Loans Scheme Policy.

You can go to the [Register of Policy Changes](#) under Resources in the [Policy Library](#) for a brief description of the new document or approved amendments, and to review the record of new and recently amended or rescinded policy documents.

Please contact the listed Policy Advisor if you have questions about any of these policy documents.



Feature Policy Suite

Major Change: Assessment Policy and Assessment Procedures

In alignment with the Student and Academic Policy Transformation Project and the Policy Governance Framework, the University's Assessment Policy has undergone a major review to consolidate and simplify existing associated assessment policies and procedures. The new look [Assessment Policy](#) is principle based and establishes the University's approach to assessment practices in order to enhance the student learning experience and the achievement of learning outcomes.

The new [Assessment Policy](#); [Assessment Procedure for Students](#); and the [Assessment Procedure for Staff](#) (assessment document suite) will replace the following existing policies and procedures within the Policy Library:

1. Assessment Policy
2. Assessment Submission and Return Procedures
3. Assessment Types in Use at Griffith University Policy
4. Reasonable Adjustments for Assessment – Students with Disability Policy
5. Group Assessment, Self-Assessment and Peer Assessment Marking Guidelines
6. Standards for First Year Assessment Policy
7. Proctoring of Examinations Policy
8. End of Trimester Centrally Administered Examinations Policy and Procedure.

The new assessment document suite will come into effect in Trimester 1 2021 and will replace the above eight policies and procedures. All other policies and procedures will be rescinded by the relevant approving authority.



Major Policy and Delegations Review

Delegations – A banded model

The Policy and Delegations Working Group has been reviewing a banded model for delegations following a proposal put forward by People and Wellbeing.

What is a banded model for delegations?

A banded model groups positions at the same level of authority into a band. This means that instead of duplicating a delegation that is assigned to multiple positions at the same level, we can have a single entry in the Delegations Register that is assigned to a band. Any position in that band can exercise that delegation, subject to any conditions or limitations specified in the Delegations Register. This model also recognises that there will be some delegations that do not fit within the bands, and that require specialist skills. These delegations will be called *specialist delegations* and will be based on positions.

What does this mean for the new Delegations Framework?

Our [principles](#) for delegation will stay the same, that is:

Delegations provide formal authority to Council members, University officers and to University committees to make decisions and act on the University's behalf. The following principles apply to the delegation of duties, powers and functions:

- Council may exercise all of the powers, functions and duties of the University, regardless of delegations assigned to Council members, University officers and University committees.
- Delegations are formally recorded, are transparent and accessible to University staff.
- Authorities held by a delegate are included in those held by the delegate's line manager, subject to any professional qualification requirements. The delegate's line manager may exercise the delegated authority in the absence of the delegate, subject to compliance with legislation and University policy.
- Delegations apply to a position or a committee rather than to a person. Unless otherwise stated, persons formally acting in a position may exercise the delegations assigned to the position.
- Delegations are devolved to an appropriate level to support efficient and effective administration and sound decision-making by aligning authority, accountability and capability.

There will be a change to the [Delegations Procedure](#) to introduce the banded model and outline

what positions sit in what band. This will also mean a change to the Delegations Register, with delegators, delegates and sub-delegates described by their band, except for specialist delegations (as described above).

Will there be consultation?

Absolutely! We have started with targeted consultation with key stakeholders and will then move to broad all staff consultation through the [Policy and Delegation Consultation Hub](#). We will also keep you updated through this newsletter.

Update on Corporate Services High Priority Reviews for March 2021 Completion

Policy Review

This first of the high priority policies is complete, with the Achievement Relative to Opportunity Guidelines approved by Executive Group at the 28 October 2020 meeting.

Corporate Services Executive have approved the following policies as highest priority for review:

- **[Achievement Relative to Opportunity Guidelines](#)**
- **Designing Flexible Work Policy (development underway)**
- **Designing Flexible Work Procedure (development underway)**
- **Disability Inclusion Procedure (review underway)**
- **Equity, Diversity and Inclusion Policy (review underway)**
- **Purchasing Policy (review underway)**
- **Recruitment and Selection Policy (review underway)**
- **Recruitment and Selection Procedure (review underway)**

Delegations Review

People and Wellbeing have undertaken a major review of staffing delegations and targeted consultation is underway. Corporate Services Executive have approved the following delegations as highest priority for review:

- **Finance Delegations relating to procurement waivers (full review underway)**
- **Staffing Delegations (full review underway)**
- **Signing Delegations (roll up existing delegations into bands) (full review underway).**



Policy Library Changes

Our Policy Library facelift is progressing in the background! We are working with the Digital Solutions SharePoint Migration team. Here is a sneak peek at what it will look like... (this is just a mock-up and not the real thing). We will keep you updated as we get closer to 'go live'.

GRIFFITH UNIVERSITY POLICY LIBRARY

Enter keywords here to search the Policy Library

Search

The Policy Library contains all approved University policies and procedures.

All policy documents in the Policy Library are governed by the Policy Governance Framework and have been categorised under the three headings of Academic, Governance and Operational. Our Framework reflects and embeds our values of fairness, equity, diversity and inclusion and provides a safe and supportive environment for all staff and students.

You can search for policies and procedures by using the text search bar at the top of this page or by clicking on one of the policy document categories below.

Recently published

Delegations Policy
Delegations Procedure
Policy Governance Policy
Policy Governance Procedure
Gifts and Benefits Policy

[Register of new and amended policies >](#)



Academic



Governance



Operational

Policy Review Project

We are currently undertaking a major review of our policy documents as we transition to the new Policy Governance Framework. As policy documents are reviewed they will be replaced with new policies and supporting procedures on the new policy and procedure templates. During the review period there will be policies and procedures that remain on the old policy and procedure templates until they are due for review.

Where position titles change from the title which appears in a policy document, the replacement title of the position will have the same accountability under the policy as the previous position until such time as the policy document is updated to reflect the replacement position title.

A word from us...

We will have one more edition to you before the end of the year. This will have a summary of the policy and delegations achievements in 2020, as well as information for our Policy Advisors on what to expect for their upcoming policy reviews in 2021, and some more information on consultation for major amendments to policies and delegations.



Contact us

For more information about policies please contact us via email at policy@griffith.edu.au.

For more information about delegations please contact us via email at delegations@griffith.edu.au.

For general advice about any of the information contained in this email contact the Policy Library Manager, Dr Rebecca Voisey via email at r.voisey@griffith.edu.au.



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