

A Guide to McGill University's Policies and Regulations



INTRODUCTION

The University pursues its mission in a manner that advances its goals, protects the integrity of all it does and maintains the confidence of all members of the University community.

Faculty, staff and students are expected to conduct themselves according to ethical and behavioural standards that promote an environment of respect, trust and inclusion, where academic excellence can flourish.

The following guide was created with the objective of raising awareness of the University's Policies as well as the standards governing the members of the University community.

POLICIES AND REGULATIONS

The University's policies and regulations, which support these standards, fall into the following categories:

1) Institutional Policies

Institutional Policies relate to the establishment of University-wide organizational processes or principles of action that are of a general administrative or operational nature.

2) Governance Policies

Governance Policies relate to the systems, structures, procedures and rules on how the University makes decisions on its affairs and is held accountable for them in regard to its governance bodies.

3) Academic Policies

Academic Policies are those that regulate and provide guidance on matters related to the academic personal and academics at the University, including human resource matters.

POLICIES AND REGULATIONS

4) **Compliance and Ethics**

Compliance and Ethics Policies relate to the establishment of organizational processes for good conduct and sound operations as well as for preventing, identifying and mitigating conflicts of interest. The University endeavours to conduct its affairs with integrity and has developed a number of governance policies designed to ensure that misconduct be reported and investigated openly and objectively.

5) **Financial Policies**

Financial Policies establishes processes and standards related to accounting, budgeting, procurement, travel, and other financial functions.

6) **Human Resources Policies**

Human Resources Policies are those that regulate and provide guidance on matters related to the working relationship with the University and its employee groups.

POLICIES AND REGULATIONS

7) Information Technology Policies

Information Technology Policies are those that relate to the responsible use of technology, systems and security, as well as access, data, and related matters.

8) Research Policies

Research Policies are those that cover research and innovation, research conduct, and matters relating to researchers and research administrators

9) Student Related Policies

Student Related Policies are those that regulate and provide guidance on matters related to the student rights and responsibilities at the University.

MCGILL UNIVERSITY POLICIES

A listing of the policies in each category may be found as follows:

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Institutional Policies

- [Archives - Terms of Reference](#)
- [Copyright, Policy on](#)
- [French at McGill, Policy on](#)
- [Logo, Name and Other Trademarks, Use of McGill University's](#)
- [Naming of University Assets, Policy Relating to the](#)
- [Smoking at McGill University, Policy Concerning](#)
- [Statement of Principles concerning Freedom of expression and Freedom of Peaceful Assembly](#)
 - [Operating Procedures Regarding Demonstrations, Protests and Occupations on McGill University Campuses](#)
- [Sustainability Policy](#)

Governance Policies

- [Board of Governors Rules of Order and Procedure](#)
- [Development and Review of Governing Documents , Policy on the](#)
- [Electoral Procedures of the Board of Governors](#)
- [Honorary Degrees and Convocations Committee, Guidelines for the](#)
- [Royal Charter of McGill University](#)
- [Senate Rules of Order and Procedure](#)
- [Statutes of McGill University](#)

Academic Policies

- [Appeals of Tenure Decisions](#)
- [Consulting and Similar Activities by Academic Staff, Regulation on](#)
- [Cyclical Academic Unit Reviews, Regulations on](#)
- [Employment of Academic Staff, Regulations Relating to the](#)
- [Employment of Contract Academic Staff, Regulation Relating to the](#)
- [Employment of Librarian Staff, Regulations Relating to the](#)
- [Employment of Tenure Track and Tenured Academic Staff, Regulations Relating to the](#)
- [Leaves of Absence for Tenure Track and Tenured Academic Staff, Regulations on](#)
- [Maternity Leave, Parental Leave and Extended Parental Leave for Members of the Academic Staff, Regulations on](#)
- [Retirement of Academic Staff, Regulations on](#)
- [Sabbatic Leaves for Tenure Track and Tenured Academic Staff, Regulations on](#)
- [Visiting Academic Appointments, Regulations Relating to](#)

Compliance and Ethics

- [Approval of Contracts and Designation of Signing Authority, Policy on the](#)
 - [Procedure for Second Signatures](#)
- [Code of Ethics and Conduct for Members of the Board of Governors](#)
- [Conflict of Interest, Regulation on](#)
 - [Recognizing Conflicts](#)
 - [Conflict of Interest Reporting](#)
- [Enterprise Risk Management Policy and Framework](#)
- [Gift Acceptance Policy](#)
- [Gifts in Kind Policy \(Non-Monetary Donations\)](#)
- [Internal Audit Charter](#)
- [Safe Disclosure \("Whistle Blowing"\), Policy on](#)
- [Sponsorship Policy](#)

Financial Policies

- [Funding Policy](#)
- [Investment Policy, Statement of](#)
- [Procurement Policy](#)
 - [Procurement Card Regulation](#)
 - [Research Asset Management Procedure](#)
 - [McGill University IT Asset Management Regulation](#)
 - [Vehicle Asset Management Procedure](#)
 - [Contract Management Internal Guidelines](#)
 - [McGill University Supplier Code of Conduct](#)
 - [Cloud Directive](#)
 - [Guidelines for the Purchase and Use of Printing Paper and Printing Services](#)

Human Resources Policies

- [Alcohol, Cannabis and Other Drugs, Policy Concerning](#)
 - [Procedure on Drug and Alcohol Testing of Employees](#)
- [Accommodation of Religious Holy Days, Policy for the](#)
- [Anti-Doping Policy](#)
- [Employment Equity Policy](#)
- [Harassment, Sexual Harassment and Discrimination Prohibited by Law, Policy on](#)
- [Sexual Violence, Policy Against](#)
 - [Procedures for the Investigation of Reports of Sexual Violence](#)
- [Total Compensation for Senior Administrators](#)

Information Technology Policies

- [Born-Digital Record as the Official Record](#)
 - [Digitization Guidelines – Born Digital Records](#)
- [E-version as Official Record, Substitution of an](#)
- [Enterprise Data Governance Policy and Standards](#)
 - [Standard on Enterprise Data Classification](#)
 - [Standard on Enterprise Data Governance](#)
- [Inventions and Software, Policy on](#)
 - [Guidelines on the Application of the Policy on Inventions and Software](#)
- [Responsible Use of McGill Information Technology Resources, Policy on the](#)

Research Policies

- [Animals, Policy on the Study and Care of](#)
- [Conduct of Research, Regulation on](#)
- [Ethical Conduct of Research Involving Human Participants](#)
- [Investigation of Research Misconduct, Regulations Concerning the](#)
- [Research Centres, Policy on](#)

Student Related Policies

- [Charter of Students' Rights](#)
- [Code of Student Conduct and Disciplinary Procedures](#)
- [Code of Student Grievance Procedures](#)
- [E-Mail Communication with Students, Policy on](#)
- [End of Course Evaluations, Policy on](#)
- [Graduate Student Supervision, Regulations on](#)
- [Hazing and Inappropriate Initiation Activities, Policy on](#)
- [Rights of Students with Disabilities , Policy Concerning the](#)
- [Student Assessment Policy](#)

RESOURCES

SECRETARIAT RESOURCES

To understand how the University's policies and regulations are developed and reviewed, and to consult the university-wide policies and regulations adopted by the University's Board of Governors and/or Senate, please refer to the following webpages, maintained by the Secretariat:

ALPHABETICAL LISTING OF POLICIES/REGULATIONS

- <https://www.mcgill.ca/secretariat/policies-and-regulations>

OVERVIEW OF THE POLICY FRAMEWORK

- <https://www.mcgill.ca/secretariat/policies-and-regulations/policy-framework>

ADDITIONAL RESOURCES FOR ADMINISTRATIVE FUNCTIONS

To understand unit-level rules and regulations that apply to staff engaged in administrative, financial or research activities, please consult the relevant unit below for additional information.

Human Resources: <https://www.mcgill.ca/hr/employee-relations/policies-procedures>

Financial Services: <https://www.mcgill.ca/financialservices/policies>

Procurement Services: <https://www.mcgill.ca/procurement/regulation>

Research Administration: <https://www.mcgill.ca/research/research>

RESOURCES FOR STUDENTS AND ACADEMIC STAFF

Student Rights and Responsibilities (Office of the Dean of Students)

<https://www.mcgill.ca/deanofstudents/students/student-rights-responsibilities/code>

Ombudsperson for Students

<https://www.mcgill.ca/ombudsperson/contact>

Staff Guide (Academic Personnel Office)

<https://www.mcgill.ca/apo/staff-guides>

Tenure and Promotion

<https://www.mcgill.ca/secretariat/tenure-promotion>

Dispute Resolution

<https://www.mcgill.ca/secretariat/dispute-resolution>

