

WLUFA POLICIES

#16 Policy on Internal Communications

Approving Authority: Executive Committee
Original Approval Date: May 2025
Date of Most Recent Review/Revision: May 2025

1.00 PURPOSE

1.01 The purpose of this policy is to provide clarity and guidance with regard to WLUFA's internal communications.

2.00 POLICY This document outlines WLUFA's internal communications process to ensure clear, transparent, and consistent information sharing with members. It establishes a structured approach for disseminating important updates and decisions while fostering engagement within the association.

Internal communications should align with WLUFA's purpose as outlined in Article 2 of its Constitution and other values statements.

[Process for internal communications](#)

Identifying, drafting, and approving communications

The Executive Director (ED) and/or WLUFA President assess the necessity of internal communications based on:

- matters directly affecting faculty employment, working conditions, and academic freedom;
- major developments in collective bargaining, contract negotiations, or grievance processes;
- significant policy changes in higher education, particularly at Wilfrid Laurier University;
- advocacy efforts and campaigns involving WLUFA and its broader networks (e.g., OCUFA, CAUT); and/or
- critical institutional changes or decisions impacting members.

If a communication is required:

- The Member Engagement and Communications Officer (MECO) drafts routine internal communications such as newsletters, meeting reminders, and updates following established guidelines and templates. These do not require prior approval.

- For non-routine communications, the MECO drafts, and the ED reviews and approves before distribution.
- For communications that are sensitive, high-impact, or urgent (e.g., emergencies, sudden institutional changes, or significant developments in collective bargaining), the ED should consult with the WLUFAs President or their designate before proceeding. The WLUFAs President or designate will determine whether Executive approval is required before issuing a communication. If broader discussion is warranted, the communication may be brought to the Executive for input or approval.

Handling member requests for communication:

- Any WLUFAs Member may request or recommend that the Association share internal communications on specific issues.
- Requests should be directed to the MECO, who will forward the request to the ED for assessment based on the criteria outlined above.
- The ED will determine whether the communication should be issued or if it requires consultation with the WLUFAs President or their designate.
- If consultation is required, the WLUFAs President or their designate will determine whether Executive approval is required before issuing a communication.
- The requesting Member will be informed of the decision.

Distribution

Internal communications are disseminated through appropriate channels, including:

- Email updates distributed by the MECO;
- Newsletters or special bulletins;
- Meetings and town halls.

Ongoing review and adjustments

The Executive will review this process regularly to ensure it remains effective and relevant.