



<b>Policy</b>	#1-14
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<b>Administrator Responsible:</b>	Director, College Governance & Strategy

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## **DEVELOPMENT AND ADMINISTRATION OF COLLEGE POLICY AT NORTH ISLAND COLLEGE**

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### **POLICY**

North Island College will develop policy to guide consistent interpretation and implementation of the College's vision, mission, and values in day-to-day decision making.

### **PURPOSE**

This policy will provide parameters for policy development, approval, implementation and communication.

### **SCOPE AND APPLICATION**

This policy applies to all College policies.

### **PRINCIPLES**

1. Policy is developed to reflect the mission, values and strategic goals of North Island College.
2. College-wide policy development is based on the priority need of the organization and is reviewed on a set interval basis that is determined at the time of development.
3. Policy approval is consistent with the powers and duties of the Board, Education Council and President as outlined in the *College and Institute Act*.
4. Appropriate consultation is undertaken with the development of all College policy. Such consultation will include internal consultation and may include external consultation with professional experts to seek advice pertaining to the subject matter of a particular policy.
5. Implementation, communication and revision of approved College policy is overseen by the named responsible administrator who is a member of the College Senior Leadership Team or in the case of Board of Governors policy, is overseen by the College Board of Governors.

6. All College policies are made available through posting on the College website and notification of newly-approved or amended policies is communicated through the College-wide electronic messaging system.
7. Department or program policy, programs and guidelines must be developed as a sub-set of an existing College policy and be congruent with College-wide policy and approved by the body that has approval authority for the related College policy. Should a conflict arise between a College-wide policy and a unit-based policy, College policy will take priority.
8. It is the responsibility of all College employees to familiarize themselves with College policy and to conduct themselves accordingly.

## **ESTABLISHMENT OF POLICY**

### **1. Board of Governors**

The Board of Governors will establish policy in four areas:

- a. policies that describe how the Board of Governors will govern itself while governing the organization;
- b. policies that describe the organizational values and strategic goals;
- c. decision-making areas identified in legislation under the authority of the Board of Governors, including policies that would be classified as operational; and
- d. decision-making areas that will have a high impact either legally, financially, or on the reputation of the College.

### **2. Education Council**

Education Council establishes policy in the areas defined by the *College and Institute Act* as follows:

- a. examination and evaluation of student performance;
- b. student withdrawal from courses, programs and the institution;
- c. setting of criteria for academic standards and the grading system;
- d. setting criteria for awards recognizing academic excellence;
- e. setting policies and procedures for appeals by students on academic matters and establish final appeal tribunal for these appeals; and
- f. setting curriculum content for courses leading to certificates, diplomas or degrees and, in addition, will advise the Board of Governors on a variety of educational policies, which are also defined in the *College and Institute Act*.

### **3. Leadership Team (LT)**

The Leadership Team will establish administrative policy in areas not covered by Board of Governors or Education policy to ensure consistent and appropriate decision making across the College.

## **DEVELOPMENT OF POLICY**

The President's Office is responsible for coordinating the development and approval of all North Island College policy. Draft policy is reviewed by the Senior Leadership Team to ensure that:

- it is policy and not a procedure;
- it is not redundant;
- an existing policy does not need to be rescinded;
- it is in the proper format; and
- proper approval processes are followed.

## **IDENTIFICATION OF THE NEED FOR POLICY**

The need for policy is identified by the Board of Governors, College committees, and councils and is referred to the appropriate body (Board of Governors, Education Council, or Leadership Team) responsible for establishment of College policy. Development of policy can be initiated to provide guidance in relation to a variety of areas:

- legislative requirements;
- North Island College's Strategic Plan;
- student needs;
- legal requirements; and
- operational imperative.

## **RESEARCH AND DRAFTING POLICY**

Draft policy may be researched and developed by the following bodies:

- Leadership Team;
- Education Council and appropriate Sub-Committees; and
- Education Team.

The Board Governance and Development Committee are responsible for developing policy for the Board of Governors. The Committee may request staff support in the development of policy.

All policy is developed using the North Island College standard policy format.

## **APPROVAL PROCESSES**

Education policies, as outlined by the *College and Institute Act*, are approved by Education Council following circulation in draft form to the College-wide community and due consideration of feedback.

Administrative policies are approved by Leadership Team following circulation in draft form to the College-wide community and due consideration of feedback.

Board of Governors policies are approved by the College Board of Governors following review and consideration of the full Board of Governors.

## **POLICY FORMAT**

**Format:** Policies are available in electronic (PDF) form only and published on the North Island College website.

**Effective Date:** All policy will contain the date it is to be effective.

**Review Date:** All policy will contain a date for review. The approving body will determine the review date for individual policies.

**Policy Statement:** The policy statement delineates the underlying intent of the policy. It should be written for the “user” in simple, concise, clear language (short sentences) and should have an enabling focus.

**Purpose Statement:** This outlines the reason the policy is being developed. The purpose statement aids in the implementation of the policy by clarifying the overarching purpose of the policy.

**Scope and Application:** This section will be used when it is necessary to clearly delineate to whom or what this policy applies.

**Principles:** These are statements of the underlying values or general philosophical directions that guide the interpretation of the policy.

**Definitions:** Definitions are intended to clarify words or phrases that are unclear or of specific application to a particular policy. This section is not intended to define phrases or terminology that would normally be expected to be understood by the general College community.

**Guidelines:** Guidelines are intended to guide implementation but are not a step-by-step outline of a process. They should only be included if necessary.

**Limitations:** This section is used to clearly delineate areas not covered by the policy, that otherwise might be assumed to be covered by the policy.

**Procedures:** Procedures outline the methods of carrying out policy. Procedures are a step-by-step outline of a process to be followed and are the responsibility of a Division or Department. They can be updated or revised as required by that Department or Division as long as the changes do not conflict with the intent of the policy. Procedures are housed within a separate procedures manual maintained by a Department or Division. In addition,

procedures can be attached to a policy as an appendix when it is felt that it is important that members of the College community are aware of the procedures being used to implement the policy. Changes to these procedures and appendices can be executed by the Administrator Responsible as needed.

**Legislative and Collective Agreement References:** These are specific references to legislative requirements or collective agreement clauses that enable the policy.

**Links to Other Related Policies, Documents, and Websites:** All policies, documents or websites that are cross-referenced in this policy, and/or directly related to it, are listed in the final section of the policy as hyperlinks.

**Cross Reference:** Direct inter-relationship of policy and reference to procedures.

## **APPROVAL OF POLICY**

Policy is approved by the appropriate approving body including the Board of Governors, Education Council, and Leadership Team. Coordination of the approval process is the responsibility of the Office of the Director, College Governance & Strategy.

## **IMPLEMENTATION OF POLICY**

Once a policy is approved, it is the responsibility of the Office of the Director, College Governance & Strategy to ensure:

- the policy is in the proper format;
- the policy manual Table of Contents and Index is revised;
- the policy is placed on the North Island College website; and
- a communication is sent out advising the College community.

Masters of policies are retained by the Office of the Director, College Governance & Strategy.

## **COMMUNICATION OF POLICY**

North Island College policy is communicated in the following ways:

- Approved policies are posted on the North Island College website;
- Once policies have been placed on the College website, the College community is advised by email from the President's Office that a policy has been approved and where it can be accessed;
- Relevant policies are communicated to Divisions and Departments through departmental or staff meetings; and
- Divisions and/or Departments will house applicable procedures in their departments.

## **MAINTENANCE OF POLICY**

1. All policy is regularly reviewed to ensure that it is current and is meeting the needs of the College as outlined above. A date for regular review is included in all policies and it is the responsibility of the Administrator Responsible to ensure that reviews are initiated. Should the need for updating or revisions be identified prior to that date, the Administrator Responsible for that policy will undertake to start the review process and will notify the President's Office of the same.
2. Routine maintenance of policies that does not alter the substance of, or responsibilities under a College policy, may be executed by the Responsible Administrator as needed. Such routine maintenance includes, but is not limited to:
  - policy renaming;
  - policy reformatting;
  - policy renumbering;
  - changes to the titles of persons with responsibilities within a policy;
  - department or division renaming;
  - additions, removals, or renaming of related policies, legislation, collective agreements, or other referenced documents; and
  - additions, removals, or revisions of definitions included in a College policy or policies.

## **POLICY SUPPORTING DOCUMENTS AND TEMPLATES**

1. Policy Template #1-14-1
2. Implementation/Communication Plan #1-14-2
3. Responsible Administrators and Approval Bodies (#1-14-3)