

Administrative Policies Procedure	
Policy: Policy and Procedure Framework	
Category: Administrative	Approval Date: January 28, 2019
Procedure Owner: Strategic Planning and Analysis	Effective Date: February 1, 2019
Procedure Administrator: Policy Specialist	Review Period: annually
Associated Documents <ul style="list-style-type: none"> • Policy Vetting Form • Policy Template • Procedure Template • Policy Cover Sheet • Policy Approval Request Form • Policy Feedback Form • Policy and Procedure Framework Manual 	

PURPOSE

To establish a consistent approach to the development, review (regular and early), and rescission of administrative policies and procedures that ensures there is no overlap, that sufficient research is done, and that thorough vetting and stakeholder involvement occur.

PROCEDURES

Development of New Administrative Policies and Procedures

Step 1 – Planning

1. Read the Policy and Procedure Framework Policy.
2. Consider alternatives to a new policy and consult with the Policy Specialist in Strategic Planning and Analysis.
3. The Policy Advocate, normally the proposed Policy Administrator or Policy Owner, initiates a new administrative policy by completing a Policy Vetting Form and submitting it to the Policy Specialist.
4. The Policy Specialist ensures that the form has been completed with due diligence, then renders a decision based on the information in the form. The Policy Specialist will consult and collaborate with relevant stakeholders and may form ad hoc vetting teams when and if necessary.

5. The Policy Specialist approves or denies a request for a new policy in consultation with the proposed Policy Owner and/or Policy Administrator.
6. If denied, the Policy Advocate is informed and provided with alternative solutions. The decision and rationale are logged for future reference.

Step 2 – Policy Development

1. If the proposal is approved, the Policy Specialist advises the proposed Policy Administrator/Policy Owner who may then choose to assign a policy developer(s) to develop a policy plan, research the policy topic, conduct an environmental scan, and consult stakeholders. The Policy Specialist may also act as the policy developer.
2. The policy developer drafts the new policy, procedures, and other documents as required.
3. The new policy is reviewed by the Policy Administrator and Policy Owner and revised as needed.
4. The new policy is sent out for appropriate consultation, accompanied by the Policy Feedback Form which can be prepared by Strategic Planning and Analysis.
5. Feedback is incorporated as appropriate (all feedback is evaluated in the revision process but not all feedback may appear in the final revision).

Step 3 – Policy Approval

1. The Policy Administrator and Policy Owner take the policy forward, with procedures as an information item, to the appropriate Council for review (Deans' Council for academic-administrative policies and Service Council for administrative policies).
2. Service Council/Deans' Council recommends the new policy for the President's approval or requests that changes be made prior to submission for approval. If the changes are substantial, the Council may ask to review the policy again before recommending for approval.

Step 4 – Policy Communication and Implementation

1. The Policy Administrator creates a communication and education plan for the new policy.
2. The Policy Administrator reviews the policy impact (after 12-18 months) using a feedback survey tool to assess for compliance, effectiveness and impact.

Step 5 – Policy Review

1. The Policy Administrator reviews the policy formatively and as part of a regular Review Cycle, or sooner if required.
2. Policy is revised and recommended for approval to Service Council/Deans' Council.
3. Procedures are revised as needed, approved by the Procedure Owner, and sent as an informational update to Service Council/Deans' Council.

Review (Regular or Early) of Administrative Policies & Procedures

1. Policy Administrator initiates review of a policy due to the regular review schedule or earlier due to an external or internal request/initiation.
2. Policies due for review are examined using Policy Action Criteria (see Policy and Procedure Framework Manual)
3. Policy Administrator completes the online Policy Vetting Form, providing the rationale for minimal or major revisions or rescission
4. The Policy Specialist reviews the form and accepts or rejects the proposed action in consultation with the Policy Administrator or Policy Owner.
5. If action is accepted, the Policy Administrator is delegated to oversee policy revision or rescission, and may designate a developer or development team.
6. Developer conducts research and environmental scan and consults stakeholders.
7. If rescission, Policy Administrator recommends to Service Council/Deans' Council (see Rescission, below).
8. If revision, Policy Administrator/Developer drafts revised policy.
9. Draft of revised policy is sent out for broad consultation with Policy Feedback Form.
10. Administrator/Developer receives feedback on draft and incorporates into final version.
11. Policy Administrator/Owner presents revised version to Service Council/Deans' Council.
12. Service Council/Deans' Council recommends revised policy for approval by President.

Rescission of Administrative Policies & Procedures

1. The Policy Specialist receives a proposal to rescind a policy through the Policy Vetting Form or, through evaluation of the policy during a regularly scheduled review or early review, determines that the policy can be rescinded.
2. The Policy Specialist reviews the proposal and decides to accept or deny the policy rescission in consultation with the Policy Administrator and logs the rationale for the decision to rescind or keep the policy.
3. If the proposal to rescind is accepted, the Policy Administrator seeks additional feedback from relevant stakeholders as identified on Policy Vetting Form.
4. Feedback on the proposal to rescind is reviewed and the decision is made to proceed if appropriate.
5. If rescission is determined appropriate, the Policy Administrator/Policy Owner takes the matter forward to Service Council/Deans' Council for recommendation.
6. Service Council/Deans' Council recommends that the President rescind the policy.
7. Policy Administrator communicates the rescission to College community.
8. Rescinded policy is maintained on website for 6 months, un-hyperlinked, with notation of rescission.

DEFINITIONS

Manual: (optional) provides additional information specific to the policy and procedure with which it is associated. Manuals may include:

1. A decision-making methodology or a clarification of the way in which the College makes decisions related to the specific policy/procedures;
2. An explanation or interpretation of the key concepts introduced in the specific policy/procedures;
3. Suggestions on how to deal with some of the issues that may arise in implementing a policy and its procedures; and
4. Flowcharts and additional information.

Policy: a statement of the College's position and expectations of behaviour which apply to all members of the College community and, where appropriate, third party contractors, visitors, and volunteers.

The purpose of policy includes:

1. Supporting the institution's key objectives, principles and values;
2. Outlining expectations of how members of the College community will conduct themselves generally or in particular circumstances;
3. Encouraging compliance with legislation, government policies or directives, contractual obligations, or the requirements of funders;
4. Reducing institutional risks and improving the management thereof;
5. Strengthening accountability; and
6. Promoting operational efficiencies and sustainability.

Policy Administrator: an individual or body that takes the lead in the development and implementation of a specific policy or group of policies on behalf of the Policy Owner.

Policy Advocate: any individual at Red Deer College who completes the Policy Vetting Form and requests that a policy be created, revised, or rescinded. This person may or may not be connected to the policy under consideration. The Policy Advocate may be asked to remain involved in the policy creation, revision, or rescission.

Procedure: is a standardized procedure outlining a required step by step process to be followed to support and operationalize a specific parent policy and achieve a specified purpose or outcome.

The purposes of a procedure include:

1. Ensuring compliance with a parent policy;
2. Providing suggestions as to best practice without intending that such suggestions be exhaustive;
3. Instructing users about who is responsible for any required action; and
4. Explaining when, where, and how policy is implemented.