***Policy Template***

**TITLE:** The title of the policy is short and descriptive of the contents. The title should be designed to allow individuals to easily find the policy from an index of titles. It should avoid terminology that is unique to Red Deer College, a specific discipline, or a specific professional group.

**POLICY STATEMENT:** The policy statement should be short. It specifies acceptable and observable behaviour that is required of all individuals who are specified in the scope of the policy. The need for ambiguity is discussed under procedure below.

**PURPOSE:** The purpose answers the question, “Why do we need this policy?” It describes the organizational goal that is being achieved by specifying organizational behaviours.

**SCOPE:** Scope defines the individuals and groups to whom the policy applies. The persons described in scope are held responsible for compliance with the policy.

**PRINCIPLES:** Principles are closely related to values that guide the policy and the actions specified within it. They provide important information to guide decisions made within the policy that are not specifically outlined in procedures. For example, an important principle in the formulation of policy is consultation with appropriate stakeholders. An important principle in many policies is our commitment to respect for individuals and protection of their human rights. All policies (Academic and Non-Academic) at RDC must include the standard eleven principles (Principles Section 2.1 to 2.11 of the Policy at Red Deer College Policy).

1. Policies at RDC:
   1. Treat all persons fairly and respectfully.
   2. Are non-discriminatory and non-intrusive.
   3. Incorporate open, honest and timely communication.
   4. Are made in a timely manner.
   5. Provide appropriate confidentiality and privacy.
   6. Provide appropriate access to the College and education.
   7. Ensure that all persons have access to informed support regarding policies, procedures, rights and responsibilities.
   8. Operate with clear written expectations for conduct and handling of complaints.
   9. Meet all regulatory standards.
   10. Maintain and clearly state a high standard of instruction and administration in all areas of educational programs and services.
   11. Are communicated in alternate forms to those who require such accommodation.

**Definitions:** (optional) Definitions clarify key technical terms or terms that have specific and uncommon Red Deer College meanings. It is important to recognize that policy in a public institution must be open to public scrutiny.

**Guidelines:** (optional) Policies may have to specify categories of behaviours or ethical standards that cannot be described as principles and are not specific enough to be considered procedures. These may be included as guidelines. This is especially true if the policy refers to actions that are taken specific to circumstances that cannot be fully anticipated. Those governed by the policy may be given considerable discretion in the actions that they take.

**Procedure:** Procedures in the policy document should be brief and should be restricted to general categories of actions rather than specific details. They describe the normal method to complete business and to provide a protocol for implementation. Ambiguity is necessary in policy and procedure writing. Not every action can be anticipated or specified. The level of ambiguity can be affected by:

* the user’s ability to understand and deal with the policy. How well will they cope?
* the manager’s ability to understand the policy and willingness to enforce it. How much training will they need?
* the intensity of the issue and the organization’s commitment to it. How closely does the organization wish to control the matter?

**OFFICER RESPONSIBLE:** This item specifies the Officer Responsible for the process of formulating the policy, completing the appropriate consultation and approval process, and reviewing it within a five year time period. A chart of policy categories, Officers Responsible, Recommending Authority, and principal authority is included in Appendix B of the “Policy at Red Deer College” policy.

**POLICY CATEGORY:** This item indicates whether the policy is categorized as an Academic Policy or a Non-Academic Policy.

**RECOMMENDING AUTHORITY:** This item specifies the body that has Recommending Authority for the policy (e.g. Deans’ Council, Service Council, etc.). See Appendix B of the “Policy at Red Deer College” policy.

**Consultation for Review:** Those that must be consulted in the review of policy are included here.

**Policy Review Date:** Policy review dates should specify reasonable time frames for review. Policies are normally reviewed within a five year period. Policies may be reviewed and revised earlier than five years if needed.

**EFFECTIVE DATE:** Date that the new or revised policy comes into effect. The Effective Date is the same as the last date under Revision History. The Effective Date should be after the approval date.

**REVISION HISTORY:** Lists the date of the original policy and all dates of revision. For revised policies, the effective date and the last revised date under Revision History are the same. If the policy has been renamed, please indicate the former name of the policy next to the dates relating to the former name. The last date in the Revision History is the same as the Effective Date, since this is the last date that the policy was revised. Revision History only includes the dates of official changes to the policy approved by the President. It does not include the review of draft versions of the policy or the dates of Minor Edit changes.

**RELATED POLICIES:** List any related RDC policies.

**CONNECTION TO BOARD POLICIES:**

All RDC policies support relevant Board of Governors policies.

This statement is to be included on all RDC policies.