

Academic Policies Procedure	
Policy: Policy and Procedure Framework	
Category: Administrative	Approval Date: January 28, 2019
Procedure Owner: Academic Council	Effective Date: February 1, 2019
Procedure Administrator: Academic Policy Committee and 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 academic 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 Academic 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 and Academic Policy Committee. See the Policy and Procedure Framework Manual for further details.
3. The Policy Advocate initiates a new academic 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 and forwards the form to the Academic Policy Committee.
5. Academic Policy Committee approves or denies the request for a new policy in consultation with appropriate stakeholders.
6. If the need for new policy is determined, Step 2, Policy Development, is followed.

7. If denied, both Academic Policy Committee and the Policy Specialist log the decision and rationale for future reference. The Policy Specialist works with the Policy Advocate to consider alternatives to address the issue.
8. New policy proposals may result in new procedures attached to existing academic policies rather than the development of new policies.

Step 2 – Policy Development

1. If the proposal for a new policy or procedure is approved, Academic Policy Committee forms a subcommittee tasked to develop a policy plan, research the policy topic, conduct an environmental scan, and consult stakeholders in collaboration with the Policy Advocate.
2. The subcommittee drafts the new policy, procedures, and other documents as required.
3. The new policy is reviewed by Academic Policy Committee and revised as needed.
4. The new policy is sent out for consultation accompanied by the Academic Policy Committee Policy Feedback Form.
5. Feedback is incorporated as appropriate (all feedback is evaluated but not all feedback will necessarily appear in the final revision).

Step 3 – Policy Approval

1. Academic Policy Committee recommends approval of the new policy to Academic Council with any procedures as an information item.
2. Academic Council recommends the new policy for approval to the President. Academic Council can make editorial changes to policies or requests changes, which are made by Academic Policy Committee and resubmitted prior to approval.
3. The President approves the new policy.

Step 4 – Policy Communication and Implementation

1. Academic Policy Committee and the Policy Advocate create a communication and educational plan for the new policy.
2. Academic Policy Committee reviews the policy impact (after 12-18 months) using a feedback survey tool to assess compliance, effectiveness, and impact.

Step 5 – Policy Review

1. Academic Policy Committee reviews the new policy formatively and as part of the regular review cycle, or earlier if required.
2. Policy is revised and recommended to Academic Council.
3. Procedures are revised as needed, approved by Academic Policy Committee, and sent as an informational update to Academic Council.

Review (Regular or Early) of Academic Policies & Procedures

1. Academic Policy Committee initiates the review of a policy based on the regular review schedule established by the Committee. Academic Policy Committee may also receive requests or information that initiates the early review of an academic policy.
2. For regular reviews, Academic Policy Committee publishes (in the previous academic year) the list of academic policies scheduled for review in the next academic year with a link to the Feedback Form(s).
3. If a policy is opened for early review, it is sent out for initial consultation on an ad hoc basis.
4. Academic Policy Committee forms a subcommittee to research and review the policy topic and to examine the feedback received on the current policy.
5. Academic Policy Committee subcommittee forms recommendations on revision or rescission of the current policy using the Policy Vetting Form.
6. If, based on feedback and research, no changes are required, Academic Policy Committee recommends renewal of the policy for 5 Years to Academic Council.
7. If rescission, Academic Policy Committee recommends to Academic Council (see below and refer to the Rescission flowchart contained in the Policy and Procedure Framework Manual).
8. If revision is necessary, the subcommittee makes revisions and presents to the Academic Policy Committee.
9. The draft of the revised policy is approved for consultation by Academic Policy Committee and sent out for consultation with the Policy Feedback Form.
10. The subcommittee receives feedback on the draft and incorporates it, as appropriate, into the final policy.
11. Academic Policy Committee recommends the revised version to Academic Council.
12. Academic Council recommends the policy to the President.
13. The President approves the policy.
14. The policy is posted on the policy website and communicated to the College community.

Rescission of Academic Policies & Procedures

1. Academic Policy Committee, Academic Council, or the Policy Specialist receives a proposal to rescind an Academic Policy (or, during regular review, rescission is recommended).
2. Academic Policy Committee reviews the rescission proposal and decides if the policy should be rescinded. The decision and rationale are recorded for future reference.
3. If the Academic Policy Committee approves the motion to rescind the policy, the proposal to rescind an academic policy is communicated to the College and feedback is sought.
4. Consultation on the proposal to rescind an academic policy is evaluated by the Academic Policy Committee.
5. If Rescission is determined: Academic Policy Committee recommends to Academic Council.

6. Academic Council approves the motion to rescind the policy and recommends the rescission to the President.
7. The President rescinds the policy.
8. Academic Policy Committee communicates the rescission to the College community.
9. The rescinded policy is maintained on the policy website, un-hyperlinked, with a notation of rescission, for period of 6 months.

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.