Policy Approval Request	
Parent Policy: *Policy and Procedure Framework*	
Category: Administrative	**Approval Date:** November 1, 2019
Procedure Owner: Office of the President	**Effective Date:** November 1, 2019
Procedure Administrator: Executive Director, Board and Executive Relations	**Review Period:** One (1) year
Associated Documents: • Policy Approval Request Form • Policy Cover Sheet	

PURPOSE

To outline the steps to be followed when policy proposals are recommended to the President for approval. The procedure applies to new, revised or rescinded policies.

PROCEDURE

1. Individuals, usually the Policy Administrator, will submit to the President's Office policy proposals for the President's review after a motion is passed by Academic Council, Deans' Council and/or Service Council to recommend the proposal for approval by the President.

2. Those submitting policy proposals must complete Section 1 of the Policy Approval Request Form and attach the related Policy Cover Sheet.

3. The following Word documents must be emailed to the Administrative Assistant, President's Office (Administrative Assistant):

    a. Policy Approval Request Form;
    b. Policy Cover Sheet;
    c. Final version of the policy; and
    d. Procedures relating to the policy are attached as information.

4. The Administrative Assistant will save the documents to the appropriate electronic folder on the President's Office drive (in Word, as applicable). A hard copy package of the documents is prepared for the President's review.

5. The President reviews the policy package.

     a. If the President approves the policy proposal, the President must complete Section 2 of the Policy Approval Request Form.

     b. The Administrative Assistant will scan the Form completed by the President and save it to the appropriate electronic folder on the President's Office drive.

6. If the President does not approve the proposal, the President will indicate on the Policy Approval Request Form the reasons for the decision.

     a. The Administrative Assistant will scan the Form containing the President's reasons for rejecting the proposal and save it to the appropriate electronic folder on the President's Office drive.

7. For all policy proposals forwarded to the President's attention, the Administrative Assistant will email the Manager, Governance Operations both the Word and PDF versions of the President's Form indicating approval or reasons for rejection, if applicable.

8. The Manager, Governance Operations will format, hyperlink and prepare the documents for publishing to the Policies page of Red Deer College's website as a PDF document. The documents will be saved in the appropriate Policy folder.

9. Where a proposal is rejected, the Manager, Governance Operations will inform the individual who submitted it and provide advice about the next steps.