



<b>Policy and Procedure Framework Policy</b>	
<b>Category:</b> Administrative	<b>Approval Date:</b> January 28, 2019
<b>Policy Owner:</b> Vice President Academic and Provost	<b>Effective Date:</b> February 2019
<b>Policy Administrator:</b> Manager, Judicial and Academic Affairs	<b>Review Period:</b> 5 years
<b>Recommended by:</b> Service Council upon recommendation from Deans' Council	
<b>Associated Documents:</b> Policy and Procedure Framework Manual Academic Policies Procedure Administrative Policies Procedure	

## PURPOSE

Red Deer Polytechnic's Policy Framework provides a standardized process for developing and implementing institution-wide policy. This policy promotes consistency, efficiency, transparency, compliance, accountability, and best practice in relation to policy development, approval, communication, implementation, education, monitoring, and review for academic and administrative policies.

## SCOPE

This policy applies to all employees engaged in developing, approving, implementing, monitoring, reviewing, revising, and rescinding institution-wide policies, procedures, and other associated documents.

Schools, divisions, and departments may have procedures relevant only to their individual units. This policy does not govern the development of such documents; however, Polytechnic policies and procedures will supersede unit-level procedures.

This framework does not apply to policies developed by the Board of Governors.

## POLICY

### *Role and Purpose of Policy*

1. Policy is a statement of the Polytechnic's position and expectations of behaviour which apply to faculty, staff, students and, where appropriate, third party contractors, visitors, and volunteers.

2. The purpose of policy includes
  - a. supporting the institution's key objectives, principles and values;
  - b. outlining expectations of how members of the Polytechnic community will conduct themselves generally or in particular circumstances;
  - c. encouraging compliance with legislation, government policies or directives, contractual obligations, or the requirements of funders;
  - d. reducing institutional risks and improving the management thereof;
  - e. strengthening accountability; and
  - f. promoting operational efficiencies and sustainability.

### ***Policy Approval and Development***

1. Policy development and review is based on priority need for the institution.
2. Developing new or revising existing policy is a planned activity allowing for due diligence and identification of the appropriate Policy Owner and Policy Administrator.
3. Policy Owners and Policy Administrators are responsible for proposing, developing, communicating, implementing and monitoring their policies and for review and updates according to their review dates or earlier as required.
4. Policies may or may not be accompanied by one or more sets of procedure, manuals and other supporting documents.
5. The development and approval of policies, procedures, and other associated documents is an open, inclusive, consultative process. Appropriate levels of input are sought during the development of new policies and procedures. Stakeholder input may include the internal or external community and expert or professional advice pertaining directly to subject matter.
6. Policies are recommended and approved by the appropriate governance body under the authority of the Board of Governors and in accordance with the *Post-Secondary Learning Act*.

### ***Expectations Relating to Policies***

1. Newly developed or revised policies will
  - a. align with and not overlap other policies;
  - b. be sufficiently researched;
  - c. be compliant with legislation;
  - d. integrate and consider the needs of users and stakeholders; and
  - e. identify procedures and other associated documents, as applicable.
2. All approved policies and their associated procedures apply to the individuals identified in the policy scope.
3. All employees and students are responsible for being familiar with all policy documents that relate to their roles and duties.

### ***Role and Purpose of Procedures***

1. When it is determined that a policy requires procedures, they will serve the following purposes:
  - a. ensuring compliance with a parent policy;
  - b. providing suggestions as to best practice without intending that such suggestions be exhaustive;
  - c. instructing users about who is responsible for any required action; and
  - d. explaining when, where, and how policy is implemented.

### ***Procedure Approval***

1. Procedures are separated from policy and approved at a lower level of authority in order to address the need for more frequent review and update. This helps to ensure that procedures reflect the most current organizational structure, regulatory framework, and any other relevant changes in circumstances without, in most cases, the need to review the broad principles embedded in the policy.
2. Procedures may be approved by the President, a Vice President, Associate Vice President, Executive Director, Director, Dean, the Registrar, Academic Policy Committee, or another duly formed committee.

### ***Document Standardization and Communication***

1. All Polytechnic policies and procedures follow a standard format to ensure consistency.
2. Official versions of Polytechnic-wide policy documents are available exclusively through the Red Deer Polytechnic Policies webpage.
3. Notification of newly approved, amended, or rescinded policies and procedures is communicated to all Polytechnic faculty, staff, and students.

## **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 Polytechnic makes decisions related to the specific policy/procedures;
2. An explanation or interpretation of the key concepts introduced in the specific policy/procedures;
3. An indication of how to deal with some of the problematic issues that are likely to arise in implementing a policy and its procedures;
4. Flowcharts and additional information.

**Policy Administrator** means 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** means any individual at Red Deer Polytechnic 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.

**Policy Owner** means the person or body who is ultimately responsible and accountable for the development, implementation, maintenance, review, and compliance with the policy. The Policy Owner assigns administrative responsibility for these matters to a Policy Administrator.

**Procedure** means 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 purpose of a procedure includes

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.