

Academic Policies Procedure	
Parent Policy: Policy and Procedure Framework Policy	
Category: Administrative	Approval Date: January 10, 2022
Procedure Owner: Academic Council	Effective Date: January 10, 2022
Procedure Administrator: Academic Policy Committee and Manager, Judicial and Academic Affairs	Review Period: 2 Years
Associated Documents Policy Vetting Form Policy and Procedure Framework Manual Policy Template Procedure Template Policy Cover Sheet Policy Approval Procedure (<i>under review</i>) Policy Approval Request Form Policy Feedback Form	

PURPOSE

The purpose of this procedure is to establish a consistent and evidence-informed policy development and implementation process. This procedure ensures that there is no overlap of policies, that sufficient research is done, and that appropriate vetting and stakeholder involvement takes place.

Authority to establish this procedure stems from the *Post-secondary Learning Act*, the Red Deer Polytechnic Board of Governors' [BP-2 Policy](#) which provides delegated authority to the President to establish institutional policies, and the Constitution of the Academic Council of Red Deer Polytechnic.

PROCEDURE

Creating New Academic Policies

Step 1 – Planning

1. This procedure should be read along with the Policy and Procedure Framework Manual.
2. A member of the Polytechnic community or a committee (the policy advocate) may make a proposal to create a new academic policy by completing the Policy Vetting Form. The form is submitted to the Manager, Judicial and Academic Affairs (MJAA).

3. The MJAA ensures that the form has been completed thoroughly and contacts the policy advocate if further information is required.
4. The MJAA forwards the form to the Academic Policy Committee (APC) Chair, with recommendations regarding any policy overlap, alternatives to creating a new policy, or any other relevant consideration.
5. The APC reviews the proposal and, if determined necessary, the APC may consult with stakeholders about whether a new policy is needed.
6. If the APC determines that a new policy is necessary, Step 2, “Developing New Policies”, shall be followed.
7. If the proposal is denied, both the APC and the MJAA log the decision and rationale for future reference. The MJAA offers to work with the policy advocate to consider alternatives to address the issue.
8. Proposals for the creation of new policies may instead result in the creation of new procedures under existing parent policies.

Step 2 – Developing New Policies

1. If the proposal for a new policy or procedure is approved, the APC forms a subcommittee responsible for developing a policy plan, conducting policy research, examining current best practices, and consulting stakeholders in collaboration with the policy advocate.
2. The subcommittee completes the Policy Cover Sheet, drafts the policy, procedures, forms, and other documents as required (the policy package).
3. The APC reviews the policy package and provides feedback.
4. The subcommittee makes any changes necessary, updates the cover sheet, and prepares a clean copy of the policy package for stakeholder feedback. Soliciting feedback involves
 - a. duplicating the Policy Feedback Form in Microsoft Forms;
 - b. customizing the form to include specific information and instructions; and
 - c. emailing stakeholders a link to the form and the policy package with a specific deadline within which feedback must be provided (10 to 14 days).
5. The subcommittee evaluates the responses and determines which, if any, suggested changes are appropriate. All of the feedback is evaluated; however, not all comments will be integrated into the final revision.

Step 3 – Recommending New Policies for Approval

1. The APC reviews the final draft and makes a motion recommending approval of the new policy to Academic Council. Any associated procedures are attached as an information item.
2. Academic Council reviews the new policy and may make a motion recommending approval of the new policy to the President.
3. Academic Council may make editorial changes to policies or request changes, which are made by the APC and resubmitted to Academic Council.
4. The Policy Approval Request Procedure shall be followed when the policy is forwarded to the President for approval.

Step 4 – Communicating and Implementing New Policies

1. The Academic Policy Committee or the policy advocate, or both, shall create a communication and educational plan for the new policy.

Step 5 – Reviewing New Policies and Procedures

1. New policies shall be reviewed in accordance with the policy's review cycle, or earlier if required. The revisions shall be recommended to Academic Council. The Council may make a motion recommending approval to the President.
2. New procedures are revised as needed, approved by the APC, and provided to Academic Council as an informational update.

(Early or Regular) Review of Existing Academic Policies and Procedures

Early Review

1. An early review of an academic policy may be initiated by completing the Policy Vetting Form and submitting it to the MJAA.
2. The MJAA ensures that the form has been completed thoroughly and contacts the policy advocate if further information is required. The MJAA forwards the form to the APC Chair, with recommendations if appropriate.
3. The APC reviews the proposal and decides if the policy should be revised. The APC may send the existing policy out for initial consultation on an ad hoc basis using the Policy Feedback Form.

Regular Review

1. For regular reviews, the APC publishes in the previous academic year the list of academic policies scheduled for review in the next academic year with a link to the Policy Feedback Form. The APC initiates the review of policies based on this schedule.
2. The APC forms a subcommittee to
 - a. research and review the policy topic;
 - b. examine the feedback received in relation to the existing policy if such feedback was solicited;
 - c. complete the Policy Vetting Form; and
 - d. make recommendations to APC whether to revise, rescind, or otherwise change the policy.
3. The subcommittee may recommend that no changes are necessary or that only minor edits are necessary. In such case, the APC recommends to Academic Council that the policy be renewed for 5 years.
4. If revisions are necessary, the subcommittee shall make them, and present the policy and any associated procedures to the APC.
5. The APC reviews the policy package and provides feedback.
6. The subcommittee shall make any changes necessary, update the cover sheet, and prepare a clean copy of the policy package for stakeholder feedback.

7. The policy package shall be sent out for feedback with the Policy Cover Sheet and Policy Feedback Form for 10 to 14 days.
8. The subcommittee evaluates the responses and determines which, if any, changes are appropriate. All of the feedback is evaluated; however, not all comments will be integrated into the final revision.
9. The APC may make a motion recommending approval of the revised policy to Academic Council. It may approve any associated procedures.
10. Revised procedures are attached as an informational update for Academic Council.
11. Academic Council reviews the policy and may make a motion recommending approval of the new policy to the President.
12. The Policy Approval Request Procedure shall be followed when the policy is forwarded to the President for approval. Procedures are attached as an informational update.

Rescission of Academic Policies and Procedures

1. A policy rescission may be initiated by completing the Policy Vetting Form and submitting it to the MJAA.
2. The MJAA ensures that the form has been completed thoroughly and contacts the policy advocate if further information is required. The MJAA forwards the form to the APC Chair, with recommendations if appropriate.
3. The APC reviews the proposal and decides if the policy should be rescinded. The APC may send the existing policy out for initial consultation on an ad hoc basis using the Policy Feedback Form.
4. Proposals to rescind an academic policy may result in the policy or parts of the policy being converted to a procedure.
5. Any consultation on the proposal to rescind an academic policy is evaluated by the APC.
6. The APC may make a motion recommending the rescission of the policy to Academic Council.
7. Academic Council may make a motion recommending rescission of the policy to the President.
8. The Policy Approval Request Procedure shall be followed when the policy is forwarded to the President for rescission.
9. The rescinded policy is maintained on the policy website, un-hyperlinked, with a notation of rescission, for period of 6 months.

DEFINITIONS

Academic Policy means a policy administered by the Academic Policy Committee and recommended by Academic Council to the President for approval.

Policy Advocate means a committee of member of the Polytechnic community who completes the Policy Vetting Form and proposes that a policy be created, revised, or rescinded. They 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.