A. Background and Definitions

Carefully developed and well-constituted policy statements provide a framework for consistent decision-making across the College. New or revised policy will be required to respond to changes in the College or its environment.

**College Policy:** the approved formal guidance on activities or issues throughout the institution. Policy statements will have widespread application, indicating the “what” and “why” for major operational issues. All College Policy shall be approved by the Executive Team except those which the Board of Governors has reserved to itself, or those requiring approval of the Board under Ministry policy or legislation.

**College Procedure:** the approved operational processes identifying “who”, “how” and “when” to undertake activities to implement the College Policy. The College Procedure will include the steps, forms and timelines required to allow and support the execution of the College Policy by students or members of the Public.

**Staff Policy:** the approved guidance on activities or issues for areas related to staff. Policy statements will follow a policy framework but may contain sufficient procedural steps to allow a staff member to exercise the policy. Staff policies shall be approved by the Executive Team except those which the Board of Governors has reserved to itself, or those requiring approval of the Board under Ministry policy or legislation.

**Staff Procedure:** the operational processes identifying “who”, “how” and “when” to undertake activities to implement the related Staff Policy. The Staff Procedure will include the steps, forms and timelines required to allow and support the execution of the Policy by staff.

B. Purpose

The purpose of this policy is to standardize the process for creating and updating College Policies and College Procedures.

C. Policy Statements

1. College Policies and College Procedures are to be posted on the college website and made available to students and the public. Staff Operating Procedures are to be available to staff on an “intranet” site, available after log-in.
POLICY GROUP: NC100 - General Administrative

POLICY TITLE: Meta Policy - Policies & Procedures

2. Consultation on changes to all College Policies and College Procedures shall be overseen by the College Policy and Procedures Committee (CPPC), which shall coordinate with the Executive Officer having responsibility. The members of the CPPC shall be designated by the Executive Team.

3. College Policies will be brought forward to the Executive Team by the College Policy and Procedure Committee Chair for approval, or for recommendation to the Board of Governors where required.

4. Staff Policies shall be developed by the appropriate Executive Officer and approved by the Executive Team, or for recommendation to the Board of Governors where required.

5. Consultation shall be completed with internal individuals or committees as well as external individuals or organizations where appropriate.

6. The CPPC shall determine where College Procedures are required to give effect to College Policy. The CPPC is responsible to work with departments to develop and approve College Procedures. Information and forms necessary for students or the public to access the processes and understand the steps are to be included within the Procedure.

7. Staff Procedures may be developed and approved by the responsible Department to provide understanding of the information and forms necessary for staff to act on the policy and coordinate work within the department.

8. The Chair of CPPC will ensure that all policies are reviewed at least every five (5) years, or the appropriate executive member may recommend revision sooner if appropriate.

D. Related Documents and Links

Nil
A. Background and Definitions

A short background and any definitions required. The language used should be clear and only special definitions provided.

B. Purpose

The Purpose is to contain one or two sentences that identify the purpose for the practice.

C. Policy Statements

1. Paragraphs which outline the policy and any information required.

2. The policy can be divided into sub-headings or groupings but is not severable and shall be read in its entirety.

3. The Policy classification is for convenience only and shall be assigned on creation.

4. The Approved date shall be the committee meeting date where the new or revised policy was approved. The Revised Date shall be used when a review resulted in amendments, or Reviewed Date where a review was held but no changes were required.

D. Related Documents and Links

1. Related College Procedure
PROCEDURE TITLE: Unique name of the College Procedure

RELATED POLICY: Related College Policy

A. Definitions

As required

B. Procedure Purpose

The purpose of the procedure.

C. Procedure Statements

1. The Policies and Procedures will be classified according to the following Classification System:
   a. NC100 – General Operations
   b. NC200 – Information Technology
   c. NC300 – Finances & Purchasing
   d. NC400 – Advertising; Marketing and Promotion; Commercial Activities
   e. NC500 – Health, Safety & Security
   f. NC600 – Human Resources
   g. NC700 – Academic Standards and Quality
   h. NC800 – Student Records, Rights & Responsibilities
   i. NC900 – Applied Research

2. All new and revised Policies shall be formatted and completed utilizing the Policy Template (Attachment A).

3. All new and revised Procedures shall be formatted and completed utilizing the Procedure Template (Attachment B).

4. The official version of all Policies and Procedures shall be the version posted on the Niagara College web site or College Intranet by the Committee Secretary, in PDF format.

5. All documents should be posted within one (1) week of approval.

6. The committee secretary will request a notice in the Campus Update to inform the college community of revisions to Policy or Procedures. Additional communication plans may be developed by the Committee Chair and Marketing and Recruitment if appropriate.

D. Forms

As required.