



Policy:	P-1.1
Approved By:	Senior Leadership Council
Approval Date:	Nov. 13, 2002
Amendment Date:	April 29, 2003
Policy Holder:	President

POLICY FRAMEWORK

Purpose / Rationale

The purpose of the Policy Framework is to document the parameters for policy development, approval, communication and implementation.

Scope / Limits

This policy applies to all College-wide policies under the authority of the Board, Education Council and senior management. Departments, schools, and divisions are recognized as having policy development authority relevant to their individual units.

Principles

1. College-wide policy development and review will be based on priority need for the organization.
2. Policy will reflect the mission, values and strategic goals of Camosun College and will be congruent with other College-wide policies and agreements.
3. Policy approval will be consistent with the powers and duties of the Board, Education Council and the Senior Management.
4. Appropriate levels of input will be considered in the development of policy. Such input may include the internal or external community, and expert and professional advice pertaining directly to the subject matter of a given policy.
5. College-wide policy will be available exclusively through the College Policies Homepage (see link); hard copy manuals will not be produced or distributed. Notification of newly approved or amended policy will be communicated regularly through the College electronic messaging system.
6. Implementation and direct communication of approved policy will be the responsibility of the named policy-holder who will be a member of the Executive.
7. Department, school, and divisional policy will be developed and approved at the unit level (see definition) and must be congruent with and supportive of College-wide policy. Should a conflict exist between a College-wide policy and a unit-based policy, the College-wide policy will take priority.

A. DEFINITIONS

1. **Unit Level:** Policy developed by an area that does not have College-wide implication. Unit level policy could be school, division or department based. For example, AV is a unit of Information & Technology Services (ITS). Policy can be developed and approved at the AV unit level, as long as it pertains to the operations of that unit and does not encroach upon the authorities of the governing and managing bodies of the College.
2. **Policy Holder:** A member of the management who holds responsibility for the development and implementation of a College-wide policy. For example, the Chief Financial Officer is the policy holder for finance-based policy.
3. **College-wide Policy Approval Body:** The governing or managing body accountable for establishing (approving) College-wide policy.
4. **Unit-level Policy Approval Bodies:** Units within the College that develop and approve policy at the unit level.

B. POLICY APPROVAL BODIES FOR COLLEGE-WIDE POLICIES

1. Board of Governors Policy

The Board of Governors will establish policy in four areas:

- a) **Board Governance Policies:** Policies that describe how the Board will govern itself while governing the organization.
- b) **Organizational Directions and Accountability Frameworks:** Policies that describe the organizational values and strategic goals.
- c) **Legislative Requirement:** All decision-making areas identified in legislation under the authority of the Board, including policies that would be classified as operational.
- d) **High Risk Impact Policies:** Decisions that will have a high impact either legally, financially, or on the reputation of the College.

2. Education Council

The Education Council will establish policy in the areas defined by the *College and Institute Act* and, in addition, will advise the Board of Governors on a variety of educational policies, which are also defined in the *College and Institute Act*.

3. Senior Leadership Council (SLC)

The Senior Leadership Council will establish management policy to ensure consistent practice across the organization.

C. POLICY APPROVAL FOR UNIT LEVEL POLICIES

Department, School and Divisional Policy (Unit Level)

The unit head can approve policy that pertains to the unit and is in support of unit activity. Unit level policy must be congruent with, in support of, and not conflict with College-wide policy.

D. COLLEGE-WIDE POLICY DEVELOPMENT PROCESS

College wide policy is established in four stages: planning, development, approval, and implementation/communication.

1. Planning

Within the *planning* stage, the need for policy is identified and verified, a policy development plan is drawn up, and the development or approval date is established.

- a) Need identification
- b) Policy plan development
- c) Plan approval

2. Development

Within the *development* stage, the policy is built through research, gaining appropriate feedback, and redrafting to meet the established standards for policy development.

- a) Policy development (research and drafting)
- b) Feedback
- c) Redrafting

3. Approval

Within the *approval* stage, the policy is taken to the appropriate body(ies) for consideration of approval. Redrafting or further development may be required at this stage.

- a) Presentation to appropriate approval body.
- b) Redraft, redevelopment (if required)
- c) Policy approval

4. Implementation and Communication

The *implementation and communication* stage requires the development of an implementation and communication plan that indicates those most directly impacted by the policy who will need to receive direct communication regarding the policy and its impacts. A general communiqué on all recently approved policy will be regularly published through the College electronic messaging system (CAMNEWS).

- a) Implementation & communication plan development
- b) Communication to those most impacted
- c) Policy implementation

E. POLICY DEVELOPMENT PLAN FORM

The *Policy Development Plan* form (see link) must be completed and signed-off prior to the development of any College-wide policy.

F. POLICY FORMAT TEMPLATE

Policy is intended to be short, to the point, and understandable by the intended audience. All College-wide policy must use the *Policy Format Template* established for College-wide policy (see link). The template includes the categories listed below. Items 1-3 below (including the “policy title,” “policy number,” and “approval date and body”) are intended to be limited to one page and are mandatory to all College-wide policy. Items 4-7 are policy dependent: some policies will have all categories; some with have only 1-3.

1. **Purpose/Rationale:** The reason the policy is being developed.
2. **Scope/Limits:** Defines to whom the policy applies and to whom the policy does not apply.
3. **Principles:** Key, clear statements that outline the parameters of the policy.
4. **Definitions:** Aid in the understanding of the policy by defining clearly for the reader what is meant by specific language used that may not be commonly understood. This section is not intended to define phrases or terminology that would normally be expected to be understood by the general College community.
5. **Procedures/Guidelines, Forms, etc.:** Any supportive documentation that aids in the implementation of the policy and provides specific steps on “how to” meet the policy requirements. There are an infinite number of forms and supports that can be attached to the policy; however, the goal is to be short, to the point, and understandable by the intended audience.
6. **Legislative and Collective Agreement References:** Specific references to legislative requirement or collective agreement clauses that enable the policy.
7. **Links to Other Related Policies, Documents, and Websites:** Any policies, documents or websites that are cross-referenced in this policy, and/or directly related to it, are listed in the final section of the policy as hyperlinks.

G. POLICY IMPLEMENTATION PLAN FORM

A *Policy Implementation Plan* form (see link) is intended to guide the policy-holder on the development of a sequenced and timed plan for implementation of the policy. The implementation plan includes action to be taken, for what reason, by whom, and by when. The implementation plan will allow the policy-holder to monitor the roll-out of actions associated with implementation of the policy. For example, the policy-holder may want to ensure that forms are developed and that his/her staff are well versed on how to handle new processes prior to expecting the College community to adopt them.

H. POLICY COMMUNICATION PLAN FORM

A *Policy Communication Plan* form (see link) identifies specifically “who” needs to be communicated with, for what purpose, how, by when (in what order) and includes the key points of impact related to the policy.

I. POLICY HOLDERS AND APPROVAL BODIES TABLE

The *Policy Holders and Approval Bodies Table* (see link) is a table intended to identify the policy-holder and policy approval body(ies) for each College-wide policy.

J. LINKS TO SUPPORTING FORMS AND WEBSITE

[P-1.1.1 Policy Development Plan Form](#)

[P-1.1.2 Policy Format Template](#)

[P-1.1.3 Policy Implementation Plan Form](#)

[P-1.1.4 Policy Communication Plan Form](#)

[P-1.1.5 Policy Holders and Approval Bodies Table](#)

[College Policy Website Homepage](#)