

**DOUGLAS COLLEGE POLICY FRAMEWORK**

<b>Policy Name:</b> Douglas College Policy Framework	<b>Responsible Owner:</b> President	<b>Created:</b> 2014 Mar
<b>Policy Number:</b> A51	<b>Approval Body:</b> Senior Management Team (SMT)	<b>Last Reviewed/Revised:</b> 2019 Apr
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**A. PURPOSE**

This policy framework guides the development, approval, communication and maintenance of policy at Douglas College.

**B. SCOPE**

The policy statements in this *Policy Framework* apply to all Douglas College policies, whether under the authority of the Board, Education Council or Senior Management Team (SMT). Procedural statements in this policy framework apply only to Administration policies under the authority of SMT.

Divisions, Faculties and Departments/Programs have the authority to create locally approved and applied guidelines and procedures, provided these do not contravene the letter or spirit of any College-wide policy.

Authority for changes to the development and review of Education Council policies remains with Education Council.

Authority for changes to the development and review of Board policies remains with the College Board.

Authority to withdraw a policy rests with that policy’s Approval Body.

**C. DEFINITIONS**

1. **Approval Body:** The Board and Education Council are responsible for policy approval within their respective areas of authority as defined in the *College and Institute Act*; SMT is responsible for

policy approval within all remaining areas and areas delegated it by the College Board. The Approval Body ensures appropriate rigour and due diligence in the development or revision of the policy and in monitoring compliance with the *Policy Framework*.

2. **College Community:** All College employees, students and Board members.
3. **Policy Officer:** The designated member of SMT whose role it is to provide oversight and direction with respect to policy development and review. The Policy Officer acts as a resource to individuals and bodies involved in the policy process to ensure compliance with the *Policy Framework*. The Policy Officer is responsible for ensuring processes are in place for assigning Administration policy numbers and for maintaining a policy archive in conjunction with the College's Executive Assistant, College Governance, and in accordance with the College's approved records and information management policies and procedures.
4. **Policy Sponsor:** The person or committee formally delegated by the Responsible Owner to review and endorse draft policy before said policy is submitted by the Responsible Owner to the Approval Body for consideration. For example, the Policy Sponsor for Education Council is the Educational Policy Committee. Policy Sponsors may also include Deans, Directors or Managers with responsibility in the policy-subject area.
5. **Responsible Owner:** The person(s) who present(s) new or revised policies to the appropriate Approval Body. For Administration policies, this is a member of SMT or a Director reporting to the President who holds responsibility for the development and implementation of a policy. For Board Governance policies, the Board Chair is the Responsible Owner. For Educational policies, the Education Council Chair, on behalf of the Educational Policy Committee, is the Responsible Owner.

#### D. POLICY STATEMENTS

1. Douglas College policies and procedures assist the College in fulfilling its Core Purpose, Vision and Values and its strategic objectives; provide uniform interpretation and guidelines for governance and decision-making within the organization; and regulate individual and organizational actions.
2. Policy development and review will be based on priority need for the organization. Each policy document will clearly state the appropriate scheduled 'next review' date for the policy, with a maximum cycle of seven (7) years; the 'next review' date will be updated to reflect any emergent, unscheduled revisions undertaken as per procedures outlined in the related SOP. An updated and comprehensive *College Policy Review Schedule* will be maintained by the Policy Officer.
3. Policy should meet most or all of the following guidelines:
  - i. the matter is general in nature and broad in scope;
  - ii. the matter in question reflects in some way upon the mandate of the institution as expressed in relevant legislation, or in the statements of Douglas College's Core Purpose, Vision and Values and strategic objectives;
  - iii. the policy will serve to guide future decisions of Douglas College;
  - iv. the policy will have long-term implications for Douglas College;
  - v. the policy will improve Douglas College's management of risk;

- vi. the policy will be consistent with the powers and duties of the respective Approval Body; and
  - vii. the matter in question is not already covered in, and cannot be integrated into, existing legislation, policy or bylaws.
4. Policy Approval Bodies are responsible for the following:
- i. Board  
The Board establishes policy in four areas:
    - i. *Board Governance Policies*: Policies that describe how the Board will govern itself while governing the organization.
    - ii. *Organizational Directions and Accountability Frameworks*: Policies that support the organizational values and attainment of strategic objectives.
    - iii. *Legislative Requirement*: All decision-making areas identified in legislation under the authority of the Board, including policies that could be classified as operational.
    - iv. *High Risk/Impact Policies*: Decisions that will have a high legal, financial or reputational impact on the College.
  - ii. Education Council  
Education Council establishes policy in the areas defined by the *College and Institute Act* and, in addition, advises the Board on a variety of educational policies in areas also defined in the *College and Institute Act*.
  - iii. Senior Management Team (SMT)  
SMT establishes policy to ensure consistent practice in administration of the College's financial, physical and human resources across the organization.
5. Each Approval Body assumes responsibility for ensuring the timely and effective communication of additions and/or revisions to, and deletions of, policies under its jurisdiction.
6. Procedures are required to ensure clarity concerning actions to support policies and will be directly linked to the policies they support. Procedures will be documented in accordance with the College's approved Standard Operating Procedure (SOP) process and template. The processes necessary to modify procedures shall be relatively easy to effect in order to recognize organizational, regulatory or other issues without, in most cases, the need to review the principles embedded in the policy statement itself.
7. Appropriate levels of input will be considered in the development of policy. Such input may be provided by students, Douglas Students' Union ("DSU"), Douglas College Faculty Association ("DCFA"), British Columbia Government and Service Employees' Union ("BCGEU") employees, other members of the Douglas College community and/or external stakeholders or professionals, such as legal counsel, with relevant expertise.
8. Policies will be accessible on both the Douglas College Intranet (DC Connect) and the Douglas College website; hard copy manuals will not be produced.
9. The Responsible Owner is responsible for
- i. communicating approved new and revised policies to the Executive Assistant, College Governance, for publication and communication through approved channels, and for updating all related materials and document links as required;

- ii. ensuring the implementation of policy and related procedures;
  - iii. ensuring periodic review of the policy; and
  - iv. leading the revision of the policy when necessary.
10. The Policy Officer will create, implement and maintain standards for the drafting, publication and communication of policies subject to this policy.
11. Guidelines and SOPs developed and approved at the unit level (e.g., at the level of Division, Faculty or Department/Program) must be congruent with and supportive of policy. Should a conflict exist between a policy and a unit-based guideline or procedure, the policy will take priority.

#### E. PROCEDURES

A brief rationale (250 words or less) for developing a new policy, or for revising or withdrawing an existing policy, may be brought forward to the appropriate Responsible Owner for consideration.

For procedures, checklists and related guidelines, please see *SOP Policy Process – Procedures for the Development, Approval and Communication of Administration Policy*.

(Note: For Board policies, please forward requests to the College Secretary. For Educational policies, please refer to the process set out in the Educational policy *E.AA01.13: Educational Policy Development and Review* or contact the Executive Assistant, College Governance.)

#### D. LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

- [Administration Policy Template Formatting Guidelines](#)
- [Administration Policy Template \(for policy writers\)](#)
- *Administration Policy Control Forms* (for submissions to SMT)
- [Douglas College Policies Homepage](#)
- *College Policy Review Schedule (in development)*
- *SOP - Policy Process: Procedures for the Development, Revision and Withdrawal of Administration Policies (including Administration Policy Review Procedural Checklist and Administration Policy Control Forms)*
- [E.AA01.13: Educational Policy Development and Review](#)

#### E. RELATED ACTS AND REGULATIONS

- *College and Institute Act (R.S.B.C.) 1996 c. 52*

#### H. RELATED COLLECTIVE AGREEMENTS

N/A