

DOUGLAS COLLEGE POLICY FRAMEWORK

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A. PURPOSE

This *Policy Framework* guides the development, approval, communication and maintenance of Policy at Douglas College (the 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 apply only to Administration Policies under the authority of SMT, including those also approved by the College Board.

C. DEFINITIONS

Administration Policy Inventory Log: A comprehensive document used at the College for tracking Administration Policy numbers, next review dates, Responsible Owners, Policy Sponsors and revision status; maintained by the Executive Assistant, College Governance in consultation with the Policy Officer.

Approval Body: The organizational entity with final responsibility for and authority over a Policy, including its development, review or withdrawal; at Douglas College, the Board and Education Council are Approval Bodies over their areas of jurisdiction 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.

College Community: All College employees, Students and Board members, and any other person who is contractually obligated to comply with College Policy; for the purposes of this Policy, includes the Douglas Students' Union.

Policy: A document that establishes the principles governing an organization's activities or operations and with which members of the organization must comply; a Policy has broad application throughout the organization, as distinct from local practices or guidelines that may be adopted by lower-level units within the organization, provided these do not conflict with or contravene a Policy.

Policy Officer: A designated administrator who reports to the College President and is responsible for providing oversight and direction with respect to Policy development and review.

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 (e.g., the Policy Sponsor for Educational Policies is the Educational Policy Committee, and for Administration Policies is often a Dean, Director or Manager with responsibility in the Policy subject area).

Responsible Owner: The designated administrator who is responsible for a given Policy, and who presents new or revised Policies to the appropriate Approval Body (e.g., for Administration Policies, a member of SMT or a Director reporting to the President; for Board Governance Policies, the Board Chair; and for Educational Policies, the Education Council Chair on behalf of the Educational Policy Committee).

Student: A person enrolled at the College in credit or non-credit courses.

D. POLICY STATEMENTS

1. Douglas College Policies and procedures
 - a. assist the College in fulfilling its [Core Purpose, Vision and Values](#) and its strategic objectives;
 - b. provide broad, uniform guidelines for governance and decision-making within the College;
 - c. regulate individual and organizational actions; and
 - d. address matters that have long-term implications for the College and are not already covered in existing legislation, Policy or bylaws.
2. College Policy will be written in plain, inclusive and accessible language, and will be developed and maintained in a manner that facilitates
 - a. compliance with statutory and other legal requirements;
 - b. an environment of teaching and learning excellence;
 - c. a superior Student experience;
 - d. a healthy and safe workplace for all employees;
 - e. operational effectiveness;
 - f. the judicious stewardship of resources;
 - g. prudent risk management;

- h. the appropriate consideration of the interests of the College and its affected stakeholders;
 - i. transparency, consistency and clarity; and
 - j. the achievement of institutional objectives.
3. Policy development and review will be scheduled to ensure Policy currency and relevancy, and to accommodate College priorities. The maximum review cycle will be seven (7) years, with shorter review cycles and unscheduled revisions undertaken as needed. The appropriate review cycle will be documented on each Policy and, for Administration Policy, in the College's Administration Policy Inventory Log.
4. Policy development and review will include consultation with affected stakeholders. Input may be provided by Students, the Douglas Students' Union, individual employees, the Douglas College Faculty Association, the British Columbia General Employees' Union and/or other members of the Douglas College Community, and/or by external stakeholders or professionals with relevant expertise (e.g., legal counsel).
5. Procedures required to ensure clarity and consistency in the application of Policies will typically be housed outside the Policies they support, in accordance with the College's approved Standard Operating Procedure (SOP) process and template; exceptions will be limited to instances where legislative or other factors warrant the inclusion of procedures within Policy. Procedures will be relatively easy to modify, as needed to recognize organizational, regulatory or other issues without, in most cases, the need to review the principles embedded in the Policy itself.
6. Divisions, Faculties and Departments/Programs have the authority to create and apply guidelines and procedures/SOPs at the unit level, provided these do not contravene the letter or spirit of any College Policy. All local guidelines and/or procedures must be congruent with and supportive of Policy; in the event of a conflict between a Policy and a unit-based guideline or procedure, the Policy supersedes and will apply.
7. College Policies will be accessible on both the Douglas College Intranet (DC Connect) and the Douglas College website; hard copy manuals will not be produced. Procedural documents linked to Policies that affect Students or members of the public must be accessible to the public through the College website.

ROLES AND RESPONSIBILITIES

8. The Policy Officer is responsible for
 - a. creating, implementing and maintaining standards for the drafting, formatting, publication and communication of Policies subject to this Policy;
 - b. acting as a resource to individuals and bodies involved in the Policy process to ensure compliance with the *Policy Framework*;
 - c. ensuring processes are in place for assigning Administration Policy numbers;
 - d. ensuring processes are in place to support scheduled, routine review of Administration Policy, and to enable *ad hoc* reviews as required; and,

- e. in conjunction with the College's Executive Assistant, College Governance, maintaining
 - i. a current Administration Policy Inventory Log; and
 - ii. a comprehensive Policy archive, in accordance with the College's *Records and Information Management Policy* and related procedures.

9. Responsible Owners are responsible for

- a. ensuring that Policy under their authority is compliant with relevant legislative, regulatory and professional standards, and supports the mandate and Core Purpose, Vision and Values of the College;
- b. ensuring timely, periodic review of Policy under their authority, either by leading the revision or by delegating it to a Policy Sponsor;
- c. approving draft new and revised Policy under their authority prior to submission to the Approval Body;
- d. communicating approved new and revised Policy under their authority to the Executive Assistant, College Governance, for publication and communication through approved channels;
- e. ensuring the implementation of Policy and related procedures; and
- f. ensuring that all related materials and document links are updated as required.

10. Approval Bodies are generally responsible for

- a. monitoring compliance with the *Policy Framework*;
- b. ensuring the timely and effective communication of new, revised or withdrawn Policies under their jurisdiction; and
- c. ensuring appropriate rigour and due diligence in the development and/or revision of Policies under their jurisdiction, as follows:
 - iii. the College Board retains authority for the development and review of Board Policies;
 - iv. Education Council retains authority for the development and review of Educational Policies;
 - v. SMT retains authority for the development and review of Administration Policies, except where Board approval is also required.

11. Each Approval Body is specifically responsible for Policy in areas consistent with its powers and duties, as follows.

- a. The College Board establishes Policy in four areas:
 - vi. *Board Governance Policies*: Policies that describe how the Board will govern itself while governing the organization.
 - vii. *Organizational Directions and Accountability Frameworks*: Policies that support the College's organizational values and attainment of strategic objectives.
 - viii. *Legislative Requirement*: Policies that govern decision-making in areas identified in legislation as under the authority of the Board, including Policies that could be classified as operational.
 - ix. *High Risk/Impact Policies*: Policies that govern decisions that will or may have a high legal, financial or reputational impact on the College.

- b. 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*.
- c. SMT establishes Policy to ensure consistent practice in the administration of the College's financial, physical and human resources across the organization.

E. PROCEDURES

1. For Administration Policy: please see [Policy Process – Procedures for the Development, Approval and Communication of Administration Policy](#).
2. For Board Policy: please contact the College Secretary.
3. For Educational Policy: please see Educational Policy E.AA01.13, [Educational Policy Development and Review](#), or contact the Executive Assistant, College Governance.

F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

[Douglas College Policies Homepage](#)

- [Records and Information Management Policy](#)

1. For Administration Policy:
 - [Administration Policy Template and Formatting Requirements](#)
 - [Administration Policy Review Procedural Checklist and Control Forms](#)
 - [Policy Process: Procedures for the Development, Revision and Withdrawal of Administration Policy SOP \(for internal users\)](#)
2. For Board Policy:
 - Douglas College [Board Governance Framework](#)
3. For Educational Policy:
 - [Educational Policy Development and Review](#)

G. RELATED ACTS AND REGULATIONS

BC's [College and Institute Act](#) [RSBC 1996], c. 52

H. RELATED COLLECTIVE AGREEMENTS

N/A