AD 01  Administration of College Policies

Classification: Administration
Responsible Authority: Office of the President
Executive Sponsor: President
Approval Authority: Algonquin College Executive Team
Date First Approved: 2010-02-03
Date Last Reviewed: 2018-04-02
Mandatory Review Date: 2023-04-02

PURPOSE
To provide a framework for the development, approval, review and revision of College policies

SCOPE
Members of the College community, including students, are to comply with the College policies and procedures

DEFINITIONS

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Approval Authority</td>
<td>Algonquin College Executive Team or Board of Governors</td>
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<tr>
<td>College Community</td>
<td>Includes all students, employees, clients served by students, and volunteers of the College.</td>
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<tr>
<td>Executive Sponsor</td>
<td>The member of the Algonquin College Executive Team who will present the policy for approval and has overall responsibility for the implementation of the policy</td>
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<tr>
<td>Policy</td>
<td>Position statement of the College which explains the activities necessary to carry out the College mission, values and strategic plan</td>
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<tr>
<td>Procedure</td>
<td>Description of all essential steps and responsibilities to be followed in order to give effect to a College policy</td>
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<tr>
<td>Responsible Authority</td>
<td>The individual or group responsible for the creation, implementation and maintenance of the policy</td>
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POLICY
1. College policies exist to ensure that the College’s processes and practices align with the College mission, values, strategic plan, and with legislative requirements and Minister’s Binding Policy Directives.
2. College policies articulate the College’s position on issues which have College-wide application and are subject to approval by the Algonquin College Executive Team. Policies are binding on members of the College Community.

3. All policies shall be web based, using the College template available on the College Policies website. Policies shall be reviewed at least every five years, or sooner if needed, and after one year for new policies for a review of their effectiveness.

4. **POLICY FRAMEWORK**

   4.1 **Levels of Policies**

   **Level One: Governance Policies**
   Governance policies deal with key areas. They provide high level direction and guidance, establish key principles and responsibilities, set fundamental requirements and limits and allocate responsibilities. Governance policies are approved by the Board of Governors and have college-wide application.

   **Level Two: Administrative Policies**
   Administrative policies operationalize legislative requirements, Minister’s Binding Policy Directives and governance policies. They provide direction and establish responsibilities at a more specific level than Governance Policies. As such, they cover matters that are the responsibility of the President and senior college administrators. Administrative policies are approved by the Algonquin College Executive Team and have college-wide application.

   **Level Three: Departmental Directives**
   Departmental directives provide further details on the implementation of administrative policies and/or address matters specific to that area. They are initiated by a department or a school.

   Departmental Directives must be consistent with Governance and Administrative policies and must be submitted for approval by the Vice President responsible for the area.

4.2 **Policy Classification**

   4.2.1 **Governance Policies**
   Governance Policies are organized into two categories: Board Process and Board Directives.
   a. Board Process policies focus on the internal workings of the Board. These define how the Board will operate, and address the roles of the officers and the Board Committees.
   b. Board Directives are policies which provide high level direction and guidance for the College to fulfil its mission and achieve its strategic plan. The Board directives establish key principles and responsibilities, set fundamental requirements and allocate responsibilities.
   c. Based on the Categories above, the Governance policies will be identified by an alpha and numeric code.

       Board Process BG I 01, BG I 02...  
       Board Directives BG II 01, BG II 02...
4.2.2 Administrative Policies
Administrative Policies are organized into nine categories to reflect the major areas of accountability of the College.

- Academic Affairs (AA)
- Accessibility (AC)
- Administration (AD)
- Health, Safety & Security (HS)
- Human Resources (HR)
- Information Technology (IT)
- Property Management (PM)
- Research (RE)
- Student Affairs (SA)

All policies shall be assigned a reference number using a combination of a two alpha code and at least two digit number, e.g. AA 01.

PROCEDURE
These are the steps to be followed when creating or modifying a College policy.

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td>1. Administrative Policy - New</td>
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<tr>
<td>1.1 Identify the need for a new policy to the Executive Sponsor, and receive approval to proceed.</td>
<td>Responsible Authority</td>
</tr>
<tr>
<td>1.2 Once approval to proceed is received, contact President’s Office for a policy reference number.</td>
<td>Responsible Authority</td>
</tr>
<tr>
<td>1.3 Review relevant literature, similar policies at other institutions and best practices.</td>
<td>Responsible Authority</td>
</tr>
<tr>
<td>1.4 Draft policy using College Policy Template.</td>
<td>Responsible Authority</td>
</tr>
<tr>
<td>1.5 Present draft of new policy to the Algonquin College Leadership Team for consultation and their review with College stakeholders</td>
<td>Executive Sponsor</td>
</tr>
<tr>
<td>1.6 Present new policy to the Algonquin College Executive Team and seek approval.</td>
<td>Executive Sponsor</td>
</tr>
<tr>
<td>1.7 Inform Responsible Authority of the decision of the Algonquin College Executive Team.</td>
<td>Executive Sponsor</td>
</tr>
<tr>
<td>1.8 Provide the President’s Office with approved policy for posting on the website.</td>
<td>Responsible Authority</td>
</tr>
<tr>
<td>1.9 Post new approved policy on the website and inform the Executive Sponsor and Responsible Authority once the policy has been posted.</td>
<td>President’s Office</td>
</tr>
</tbody>
</table>
1.10 Inform the College Community of the new policy

2. **Administrative Policy - Revised (Minor Changes)**

2.1 Review relevant literature, similar policies at other institutions and best practices as review of policy is undertaken.

2.2 Consult with College stakeholders on the impact that the revised policy will have on their operations and amend if indicated.

2.3 Obtain support from the Executive Sponsor to seek approval of the revised policy from the Algonquin College Executive Team.

2.4 Present the revised policy to the Algonquin College Executive Team and seek approval.

2.5 Inform the Responsible Authority of the decision of the Algonquin College Executive Team.

2.6 Provide the President's Office with approved policy for posting on the website.

2.7 Post the revised approved policy on the website and inform the Executive Sponsor and Responsible Authority once the policy has been posted.

2.8 Inform the College Community of the revised policy, where changes of a significant nature have occurred.

3. **Administrative Policy – Revised (Major Changes)**

3.1 Review relevant literature, similar policies at other institutions and best practise as review of policy is undertaken.

3.2 Present draft of revised policy to the Algonquin College Leadership Team for consultation and their review with College stakeholders.

3.3 Present revised policy to the Algonquin College Executive Team for approval.

3.4 Inform Responsible Authority of decision of the Algonquin College Executive Team.

3.5 Provide President’s Office with approved revised policy for posting on the website.

3.6 Post the revised approved policy on the website and inform the Executive Sponsor and Responsible Authority once the policy has been posted.
3.7 Inform the College Community of the revised policy, where changes of a significant nature have occurred.  

4. Tracking of mandatory review of policies
4.1 Six months prior to the mandatory review date of a policy, President’s Office advises Responsible Authority and Executive Sponsor of upcoming policy due for review and tracks replies to ensure policy is reviewed and documented in policy log.

5. Five Year Review - No Amendment Required
5.1 Forward memo to Executive Sponsor indicating policy has been reviewed and no changes are required.  
5.2 Notify the President’s Office the policy review is completed with no changes required.  
5.3 File notification memo on the Policies Sharepoint site and change Date of Last Review and Date of Mandatory Review on policy to reflect review has been completed.  
5.4 Post policy with revised dates on the website and inform the Executive Sponsor and Responsible Authority once the policy has been posted.

6. Policy No Longer Required
6.1 Provide the Executive Sponsor the reasons for deleting the policy and indicate any actions required as a result of deleting the policy.  
6.2 Present proposal for deletion of policy to the Algonquin College Leadership Team for their review with College stakeholders  
6.3 Bring forward a recommendation to the Algonquin College Executive Team to delete the policy.  
6.4 Advise Responsible Authority & President’s Office of approval to remove policy from website.  
6.5 Remove the policy from the Policy Directory, archive the deleted policy and advise the Executive Sponsor and Responsible Authority once this has been done.  
6.6 Communicate to the College Community.

SUPPORTING DOCUMENTATION
Appendix 1 Guidelines to Writing Policies
RELATED POLICIES
None

RELATED MATERIALS
None
These guidelines are meant to help you write policies that are easy to use and understand.

1. Write a policy in a clear, concise and simple language. This is not the time to impress with your command of language. Use everyday language that the reader will easily understand.
   - Use common words (e.g. use instead of utilize)
   - Use active voice, present tense
   - Avoid the use of jargon, unnecessary technical expression and fancy vocabulary
   - Write as you would speak, editing out informal words or phrases
   - Avoid the use of acronyms. If acronyms are needed, use the full title/term once before using the acronym

2. Keep the structure simple.
   - Use gender-neutral language - use their instead of he/she
   - Use short sentences (maximum 15 words)
   - Use short paragraphs (maximum 100 words)
   - Use numbering for easy referencing
   - Be consistent - repetition of familiar words increases comprehension

3. Be specific – Mean what you say and say what you mean.
   - If an action is mandatory, use must or will
   - If the action is recommended or optional, use may
   - Use negative words sparingly

4. A policy must be factual. Double check for accuracy.

5. Don’t include information that will be quickly outdated, e.g. names of persons.

6. In writing policies:
   - Be as brief as possible. Lengthy or complex information should be included in an appendix
   - Use third person

7. In writing procedures:
   - Use one action verb per step
   - Start with a verb
   - Assign the action