

AD01 Administration of College Policies

Classification:	Administration
Responsible Authority:	Director, President’s Office and Communications
Executive Sponsor:	President
Approval Authority:	Algonquin College Executive Team
Date First Approved:	2010-03-02
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PURPOSE

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

SCOPE

Administrative employees are responsible for development and revision of Policies. Internal Policy Stakeholders, External Policy Stakeholders and External Third Parties may be asked to participate in the review of a policy.

All members of the College community are to comply with the College policies and procedures.

DEFINITIONS

Word/Term	Definition
College Administrator	An administrative employee appointed to a position that gives them authority to review and approve financial and/or human resources related transactions.
College Community	The College Community refers to learners, employees, contractors, volunteers, visitors, partners, vendors, and service providers at the College.
Data Governance Platform	A single location to find, understand and create a shared language around data. A platform that allows an organization to operationalize data governance workflows and processes to deliver trusted data across the organization.
Executive Sponsor	In the context of Policy Governance, the Executive Sponsor is 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.
External Party	An individual or organization that is a separate legal entity, and not an Algonquin College employee.

External Policy Stakeholder	An impacted College employee with a business interest in the Policy from outside of the Responsible Authority's school or department.
Internal Policy Stakeholder	An impacted employee with a business interest in the policy, within the Responsible Authority's school department.
Partnership Deliveries	The delivery of Algonquin College programs by an external partner where graduates receive an Algonquin College credential.
Policy	A position statement of the College which explains the activities necessary to carry out the College mission, values and strategic plan.
Policy Approval Authority	The final approval body responsible for a College Policy. For most Administrative policies, the Policy Approval Authority is the Algonquin College Executive Team. In limited instances Board of Governors approval may be required following approval by the Executive Team.
Procedure	A sequential description of all essential steps and responsibilities to be followed as part of a Business Process or Policy.
Responsible Authority	A College Administrator charged with the development, implementation, and maintenance of a policy. The Responsible Authority is assigned by a member of the Algonquin College Executive Team.
Subject Matter Expert	A subject matter expert, or SME, is a person who possesses a deep understanding of a particular subject. Often, their competencies are developed through years of on-the-job experience and education in their field.

POLICY

1. College policies exist to ensure that the College's processes and practices align with the College mission, vision, 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 (ACET). Policies apply to members of the College Community.
3. All policies must be made available on the College Policies website and on the College's governance platform following College policy standards.
4. Policies must be reviewed at least every five years, or sooner if needed. New policies must be reviewed after 18 months for a review of their effectiveness.
5. Terms and their related definitions highlighted in the Definitions section in a college policy must be selected for the benefit of readers of the public facing version of the policy. Terms in this section will be chosen by the Responsible Authority in consultation with the Subject Matter Expert. Terms must be included in the college's business

glossary, within the College's Governance Platform. New terms and changes to definitions must be reflected in the business glossary.

6. College Policies are developed to codify how the College will act and respond to issues of: College Administration; Health, Safety, and Security; Property Management; Student Affairs; Human Resources; Information Technology; and Research.
7. College policies exist to ensure members of the College Community experience safe and equitable treatment at College Campuses. They seek to ensure efficiency of operations and to deliver public service and value.

8. Policy Framework

1. Levels of Policies

Level One: Governance Policies

Governance policies 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 (ACET) and have college-wide application.

Level Three: Departmental, Operational and Program Directives

Departmental, operational and program directives provide further details on the implementation of administrative policies and/or address matters specific to an area. They are initiated by a department or a school. Examples include but are not limited to Finance Policies and Program Directives.

Departmental, Operational and Program Directives must be consistent with Governance and Administrative policies and must be submitted for approval by the Vice President responsible for the area. Program directives must be in compliance with all College policies and Ministry Binding Policy Directives.

2. Policy Classification

1. Governance Policies

Governance Policies are organized into two categories: Board Process Policies 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 numeric code.

Policy Type	Code Example
Board Process Policies	BG I-01 BG I-02 ...
Board Directives	BG II-01 BG II-02 ...

2. Administrative Policies

Administrative Policies are organized into nine categories to reflect the major areas of accountability of the College.

Category	Code
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 will be assigned a reference number using a combination of a two letter alpha-code and (at minimum) two-digit number, e.g. AA01. When a policy is made obsolete, the number will be retired.
- Departmental, Operational and Program Directives**
Departmental, operational and program directives must be identified by the Department or Program name. Numbers may not be assigned to these policies; however, tracking and organization of these directives are the responsibility of the appropriate Vice-President. For more information

about Program Directives, Operational Directives and Departmental Directives, please contact the corresponding Dean or Director's Office.

9. **Exceptions**

In limited instances policy exceptions may exist. If applicable, exceptions will be noted within the respective policy.

10. **Policy Changes**

If policy changes will impact Human Resources, the Responsible Authority will consult with the Human Resources department.

If additional costs will be incurred as a result of a policy change, the Responsible Authority will consult with the Finance department.

If policy changes will impact Partnership Deliveries (Public College Private College Partnership (PCPP) or other International or Business Partnerships such as a Collaborative Education Agreement), the Responsible Authority will consult with International Education Centre or the respective Manager of the partnership.

If policy changes will impact Information Technology Services (ITS), the Responsible Authority will consult with the ITS department.

If policy or directive changes will impact space requirements or base building requirements, Facilities Management will be consulted.

If policy changes will impact Marketing, the Responsible Authority will consult with the Marketing department.

If policy changes, including new policies, result in initiatives that require significant support and/or resources from at least one additional department, an operating plan initiative may be required.

Each Policy may have a unique review process, and may impact additional areas not listed above. It is incumbent upon the Responsible Authority to assess the impact on other areas such as but not limited to the Registrar's Office, Co-op, Applied Research etc.

PROCEDURE

These are the steps to be followed when creating or modifying an Administrative Policy or Departmental and Program Directive. To create or modify Governance Policies, please contact the Office of the Board of Governors.

	Action	Responsibility
1.	New Administrative Policy	
1.1	Identify the need for a new policy to a member of the Algonquin College Leadership Team (ACLT) who will seek approval to proceed from a member of the Algonquin College Executive Team (ACET).	College Administrator
1.2	Upon approval to proceed, a member of the ACET will be identified as the executive sponsor and will assign a College Administrator as the responsible authority.	Executive Sponsor
1.3	Identify a Subject Matter Expert (SME) and internal and external stakeholders.	Responsible Authority

1.4	Contact the Director, President's Office and Communications, to create a new policy template and to assign a new policy reference number, in the College's governance platform.	Responsible Authority
1.5	Draft policy using the College's governance platform and refer to Appendix 1: <i>Guidelines to Writing Policies</i> .	Responsible Authority / Subject Matter Expert
1.6	Proceed to Policy Review Process below.	Responsible Authority / Subject Matter Expert
2.	Policy Review Process	
2.1	Review relevant literature, similar policies at other institutions and best practices. Update the draft policy accordingly, using the College's governance platform.	Subject Matter Expert
2.2	<p>Identify and consult with College personnel impacted by the policy. This could include Support Staff, Algonquin College Leadership Team members, Academic Employees, etc. Please refer to section 10 of the policy, for a list of areas that may need to be consulted.</p> <p>Using the College's governance platform, this step is referred to as an internal review. A minimum of one internal review is required, however, this step may be repeated multiple times as needed. Each policy may have a unique review process, such that stakeholders, committees etc. may differ.</p> <p>A period of three days to one month may be specified for each internal review.</p> <p>Note: changes made after this step should be communicated back to internal and external stakeholders for information.</p>	Responsible Authority
2.3	Process feedback from the internal review. Address comments and questions gathered in step 2.2 and incorporate edits to create a revised draft policy, using the College's governance platform.	Subject Matter Expert
2.4	<p>Depending on the policy type, policies may require review by one or more committees such as College Academic Council, College Technology Committee, etc.</p> <p>Using the College's governance platform, repeat steps 2.2 and 2.3 to gather feedback from each group or committee, as required.</p> <p>Click here for a list of standing committees. (Note: This document does not list every College committee)</p>	Responsible Authority
2.5	Present the final draft to the Executive Sponsor for review, using the College's governance platform.	Responsible Authority / Executive Sponsor
2.6	<p>Submit the final draft to the ACLT for endorsement, using the College's governance platform.</p> <p>A minimum of two weeks is recommended for ACLT to review and endorse.</p>	Responsible Authority

2.7	<p>Members of the ACLT review the final draft within the specified time frame provided, using the College's governance platform.</p> <p>Comments and questions may be addressed during the review period by submitting comments through the College's governance platform. The Responsible Authority should monitor and respond to comments during each review period.</p> <p>Before the end of the review period, Leadership Team members must submit their vote to 'Endorse' or 'Challenge' the policy, using the College's governance platform. ACLT members are permitted to change their vote before the end of the review period.</p> <p>ACLT members can endorse a policy pending minor edits (such as spelling, formatting or punctuation), using the comment field.</p> <p>A policy requires endorsement by at least 51% of eligible voting members to enable a policy to proceed to ACET approval.</p> <p>New policies will be brought forward to ACLT in Collibra following the same process as existing policies. Should there be a notable stalemate in opinions on a new policy, the Responsible Authority will consult with the ACLT Chair to determine when/how this item could come forward for further discussion.</p>	ACLT Members
2.8	<p>Process feedback from the ACLT review. Address comments and questions gathered in step 2.7 and incorporate edits to create a revised draft policy, using the College's governance platform.</p> <p>Should ACLT challenge a policy, where less than 51% of eligible voting members endorse the policy, the policy will go back to the Subject Matter Expert to review and process feedback. The Responsible Authority will action as required and choose the next step, using the College's governance platform.</p>	Subject Matter Expert / Responsible Authority
2.9	<p>Once endorsed by the ACLT, assign one individual to complete a final review the policy for formatting, spelling and grammar. In most cases, this would be the Executive Assistant to the Vice President of the area.</p>	Responsible Authority
2.10	<p>Review the policy for formatting, spelling and grammar. Submit comments if any changes are suggested.</p> <p>Comments are received by the Subject Matter Expert to edit as needed.</p>	Executive Assistant (or other) / Subject Matter Expert
2.11	<p>Process feedback from the formatting review and incorporate edits to create a revised draft policy, using the College's governance platform.</p>	Subject Matter Expert
2.12	<p>Submit the final draft of the policy to the ACET for approval, using the College's governance platform.</p> <p>A minimum of two weeks is recommended for ACET to review and approve.</p> <p>Note: in limited instances, Board of Governors approval may be required, following approval by the ACET.</p>	Responsible Authority

2.13	<p>Members of the ACET review the final draft within the specified time frame provided, using the College's governance platform.</p> <p>Comments and questions may be addressed during the review period by submitting comments through the College's governance platform. The Responsible Authority should monitor and respond to comments during the review period.</p> <p>Using the College's governance platform, the ACET members must submit their vote to 'Approve' or 'Reject' the policy, to complete the approval process. ACET members are permitted to change their vote before the end of the review period.</p> <p>A policy requires approval from 100% of eligible voting members.</p>	ACET Members
2.14	Upon final approval from the ACET, post approved policy on the Corporate Policies website and provide a link to the Responsible Authority.	Director, President's Office and Communications
2.15	Upon publication on the Corporate Policies website, the Responsible Authority is required to share the new or revised policy with the college community via MyAC. This notice should include an outline of changes, a link to the policy and contact information.	Responsible Authority
3.	Tracking of Mandatory Review of Policies	
3.1	Advise the Responsible Authority and Executive Sponsor, 12, 9, 6 and 3 months prior to the date to complete the mandatory review of a policy. Comments will be tracked in the audit history within the College's governance platform.	Director, President's Office and Communications
4.	Policy No Longer Required (obsolete or suspended)	
4.1	Explain to the Executive Sponsor why a policy is no longer required and identify impacts of suspending or marking the policy obsolete.	Responsible Authority
4.2	Present a proposal to the ACLT, to suspend or make the policy obsolete.	Executive Sponsor or delegate
4.3	Bring forward a recommendation to the ACET to suspend or make the policy obsolete.	Executive Sponsor
4.4	Advise Responsible Authority and Director, President's Office and Communications of approval to remove the policy from the Corporate Policies website.	Executive Sponsor
4.5	Update the status of the policy in the College's governance platform and delete the policy from the Corporate Policies website. Upon completion, inform the Executive Sponsor and Responsible Authority.	Director, President's Office and Communications
4.6	Upon removal from the Corporate Policies website, update the college community via MyAC.	Executive Sponsor/Responsible Authority

5.	New Departmental, Operational and Program Directive	
5.1	Identify the need for departmental or program directive.	College Administrator
5.2	Draft departmental or program directive, and ensures alignment with existing Administrative and Board policies, and Ministry Binding Policy Directives, as well as any relevant regulatory or accrediting body requirements. Must include: <Department or Program Name> <Name of Directive>; Scope Statement, including which departments and/or programs the directive applies to; Identifies any Administrative or Board policies that relate to the Directive; Proposed date to complete the mandatory policy review (should not be longer than five years).	College Administrator
5.3	Submit proposed Departmental or Program Directive to relevant Approval Authority.	College Administrator
5.4	Approval Authority reviews and provides approval to implement proposed departmental or program directive.	Approval Authority
5.5	Approval Authority shares the approved departmental or program directive with the appropriate Vice-President.	Approval Authority or designate
5.6	Communicate new Departmental and Program Directive to the department and/or program.	Approval Authority or designate
5.7	Departmental and Program Directives will be recorded and maintained by the relevant Vice President or delegate.	Vice President
6.	Review of Existing Departmental, Operational and Program Directive	
6.1	Departmental and program directives will be reviewed by the review date identified, or upon edits to Administrative or Board policies to ensure continued alignment.	Vice President
6.2	Edits, changes or elimination of Departmental and Program Directives to be provided to the relevant Approval Authority for review and approval. Once approved, communicate edits, changes or elimination of Department and Program Directives to the respective department or program.	College Administrator

RELATED MATERIALS

[Corporate Policy Review Process Map](#)

Appendix 1:

These guidelines are provided to assist with writing policies that are easy to use and understand.

Write a policy in a clear, concise and simple 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 complicated 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

Keep the structure simple.

- Use gender-neutral language - use they/them instead of he/she
- Use short sentences (maximum 15 words)
- Use short paragraphs (maximum 100 words)
- Use consistent numbering for easy referencing
- Be consistent - repetition of familiar words increases comprehension

Be specific.

- If an action is mandatory, use must or will
- If the action is recommended or optional, use may
- Use negative words sparingly

A policy must be factual.

- Double check for accuracy

Do not include [information](#) that will be quickly outdated.

- Avoid using names of persons

In writing policies

- Be as brief as possible. Lengthy or complex [information](#) should be included in an appendix.
- For consistency, appendices should be labelled with a number (Appendix 1, 2, etc.).
- Use third person

In writing procedures:

- Use one action verb per step
- Start with a verb
- Assign the action