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| <b>Selkirk College<br/>Policies and Procedures</b> |                                  | Number<br>1000                               | Title<br><b>Policy Development and Review Process</b> |                   |
|  |                                  | Replaces                                     | B8001   |                   |
|  |                                  | Effective                                    | 2003-10-01  | Next review :     |
| Executive<br>Responsibility                        | Administrative<br>Responsibility | Recommended by Policy Review<br>Committee    |   | November 23, 2011 |
| President  | President                        | Recommended/Approved by<br>Education Council |   | NA                |
|  |                                  | Approved by President                        |   | December 4, 2011  |

## 1. PURPOSE

This policy covers review of existing Selkirk College policies, development of new policy and deletion of existing policy.

## 2. SCOPE / LIMITS

Any member of the Selkirk College administration, faculty, support staff or student body may express opinions about current or proposed policy, or suggest/initiate new policy.

## 3. PRINCIPLES

Selkirk College policy should meet some or all of the following guidelines:

- (a) the matter is general in nature and broad in scope;
- (b) the matter in question reflects in some way upon the values of the institution as expressed in relevant legislation, or in the statements of Selkirk College's mission, vision, values and strategic directions.
- (c) the policy will serve to guide future decisions of Selkirk College;
- (d) the policy will have long-term implications for Selkirk College; and
- (e) the matter in question is not already covered in existing legislation, college policy or Board of Governors policy and bylaws.

## 4. PROCEDURE

The Policy Review Committee (PRC) is a standing committee of Education Council, and provides advice to Education Council and the President on matters of policy. The Chair of the PRC serves as the liaison between members of the college community and the PRC.

The Selkirk College Policy Manual is available on the college web site.

## **4.1 Review of Existing Policies**

- 4.1.1** Policies include a specific review date at which time they will be reviewed to evaluate their effectiveness and to recommend appropriate amendments, additions, or deletions. All policies shall be subject to such review process at least once in every five-year period.
- 4.1.2** Each year, the PRC will select a group of policies to be reviewed. The list will be a combination of policies due for review, together with any closely related policies that the Committee believes should be examined at the same time, in order to optimize alignment of the policies.
- 4.1.3** The Chair of PRC will assign the task of undertaking a first and thorough review to the administrator responsible for the policy. The administrator will consult with any other individuals knowledgeable about the issues included in the policy, and submit a draft of the revised policy to the Chair of PRC within thirty days.
- 4.1.4** The revised policy will then be circulated to the college community for twenty-eight days for further input.
- 4.1.5** The PRC will consider the revised policy, together with any input from the college community, and will make its recommendations to Education Council, the President, or the College Board as appropriate regarding the suggested changes to policies
- 4.1.6** PRC may recommend the deletion of a policy when the policy is no longer relevant or ceases to provide the guidance for which it was originally intended. The decision to delete a policy rests with the President.

## **4.2 Development of New Policies**

- 4.2.1** The proponent of a new policy will submit a draft of the policy to the PRC. The draft should indicate the policy guidelines (a-e) which apply, and provide a very brief rationale for the inclusion of the suggestion as policy in the Selkirk College Policy Manual.
- 4.2.2** The PRC will review the proposed policy and will advise the President if there is need for such a policy.
- 4.2.3** If the President concurs with the need, the Committee will work with the proponent to ready the draft for college circulation.
- 4.2.4** From this point, consultation for new policies follows the process outlined in 4.1.4 and 4.1.5.

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### **Other relevant documents:**

Policy Review Committee Terms of Reference

### **Key words: .....**

Policies, Committee, President, Review Process