

POLICY TITLE	PO-01 Policy Development and Format
POLICY HOLDER	President's Office
ORIGINAL DATE	June 2001
REVIEW DATE	February 2014
REVISED DATE	February 2014
NEXT REVIEW	January 2019


POLICY

Yukon College is committed to ensuring quality to attract and retain students and sustain a positive and productive work environment for College employees. The College strives to provide equal and open access to all members of the College community to submit policy recommendations to the Senior Executive Committee (SEC) and contribute to policy development at Yukon College.

This policy is established to define the procedures for ensuring that creation, development, review and approval of Yukon College administrative and operational policies are up-to-date, easy to use, and widely accessible.

Approval Statement

With the consent of the Senior Executive Committee and approval of the President this policy is hereby deemed in effect the *19th* day of *February*, 2014.



 President, Yukon College

February 19, 2014

 Date

1.0 PURPOSE

Yukon College is a complex and dynamic institution working with a diverse partnership network, student body, and general public. Yukon College is committed to ensuring administrative and operational policies incorporate Board of Governors policies, comply with laws, and reflect the College's values, legal, and ethical requirements.

Pursuant to the Yukon College Act, Section 4.1(a) the College may, "establish and implement policies concerning the organization, administration and operation of the College."

This policy is established to define the procedures for managing policy formation, review and approval.

2.0 GOVERNING LEGISLATION AND RELEVANT DOCUMENTS

Yukon College Act
Board of Governors Policy #3: Yukon College President Responsibilities
Yukon College style guide

3.0 SCOPE

This policy applies to all members of the College Community.

4.0 DEFINITIONS

See Appendix A for a list of terms and definitions used in this policy.

5.0 PROCEDURES

5.01 Policy Creation

Yukon College encourages all members of the College community to make policy recommendations and individuals are encouraged to seek assistance from their instructor or immediate supervisor when submitting a policy recommendation.

When a policy recommendation is received, the President, designate, or authorized policy holder will refer the policy recommendation to the Senior Executive Committee for consideration.

The President, designate, or policy holder will notify the originator of the policy recommendation of any decisions made regarding the disposition of the policy recommendation.

When a recommendation for policy development is reviewed at a Senior Executive Committee meeting, any member may request that the originator of the policy recommendation or other knowledge resource(s) attend that portion of the meeting to respond to questions and contribute to the discussion as appropriate. Such requests will not be unreasonably denied.

5.02 Policy Development

Yukon College encourages all members of the College community to contribute to policy development by requesting involvement through the President's office or the policy holder where a specific policy issue is of interest.

Policy holders may establish an ad-hoc committee for the purpose of policy development or review. Such committees may contain knowledge resources, representatives of the affected members of the College community, individuals who have an interest in the policy issue, or any other individual that may be deemed appropriate for the circumstances. The policy holder or designate will chair the committee, approve the membership, direct the policy development activities, and brief the Senior Executive Committee on policy development issues, timelines, and costs as required.

Policy holders are encouraged to make use of existing policies from other educational institutions as models during policy development. A legal review may be sought after the initial draft is written.

Policy holders are responsible for ensuring that other departments and stakeholders, staff, students, faculty and any other member of the College

Community who may be affected by policy changes are notified before the policy changes are approved and implemented. Such notice should include any anticipated impact the policy change will have and an opportunity for individual(s) to respond to the proposed changes. See Addendum A – Policy Communication Checklist for further details.

Final drafts of developed policy will be submitted to the Senior Executive Committee for review and potential approval. Submissions must use the approved template – refer to the College form, PO-01 Policy Development Template and include a completed communication checklist – see Addendum A – Policy Communication Checklist.

The President's Office is responsible for policy numbering. Policy titles will be a concise description of the policy issue. All policies under development will include a "DRAFT" watermark until approved.

5.03 Policy Approval

Only the President has the authority to approve policies that govern Yukon College administrative and operational activities. Policies are not approved and in effect until signed by the President.

Approved policies will be distributed via the Intranet and Internet and at least one hard copy will be kept in the President's Office. Notification of approved policy updates will be made College-wide through e-mail.

5.04 Policy Review

All new policies will be reviewed within two years of the approval date.

All active policies will be reviewed at least once every five years.

Policy holders will establish a review schedule for all active policies they hold, but may review a policy in advance of the scheduled review date if deemed appropriate or requested by the President or a member of the Senior Executive Committee.

5.05 Policy Format

Policies submitted to the Senior Executive Committee for review and approval will use plain language as is described in the Yukon College style guide, will follow a consistent format, be gender neutral, understandable, and as brief as possible.

Yukon College administrative and operational policies include the following general specifications:

Logo: Located on the left side of header, black, included on every page.

Policy Title and Policy Holder: Located on the right side of the header, bold, all caps, included on every page.

Footer Block: Includes approval, review and revision dates, policy holder and page number of total pages, included on every page.

Font:

- **HEADINGS – VERDANA, 12 POINT, BOLD, ALL CAPS**
- **Subheadings – Verdana 11 point, bold**
- Body – Verdana 11 point
- Header/Footer – Verdana 10/9 point

Title Page: The first page of every policy is the title page and includes title-block, policy statement, approval statement, and signature-block with date.

Policy Statement: Policies are implemented and enforced to fulfill, progress, or otherwise achieve the College's mission and strategic goals. Policy holders will ensure that policy statements clearly describe the policy issue that is being addressed and how and it advances the College's mission and strategic goals.

All policies submitted to the Senior Executive Committee for review and approval will also include the following sections:

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Revised: May 2006
Revised:
Revised:
Revised:
Revised:

- **1.0 PURPOSE:** State the purpose of the policy, which may include directives from federal and/or territorial legislation, Board Governing Policies, and any agreements currently in effect. Include any references to other administrative and operational policies that this policy works closely with.
- **2.0 GOVERNING LEGISLATION AND RELEVANT DOCUMENTS:** List any relevant federal or territorial legislation, agreements, policy(s), or other documents that are relevant to this policy.
- **3.0 SCOPE:** Identify the individuals that will be affected by this policy, which may range from the entire College community to specific individuals.
- **4.0 DEFINITIONS:** Include a list of important terms used in this policy and a corresponding definition for those terms. Definitions may be included as part of an appendix or by reference to another policy where previously defined.
- **5.0 PROCEDURES:** Provide clearly stated statements of what is to be achieved and who is responsible for achieving it. Use subheadings to identify the steps of a process or sequence of activities to be followed. Include any specific limitations, exceptions, and relevant requirements that will be enforced as part of the policy.
- **6.0 PROBLEM SOLVING:** Identify the first point of contact for any concerns arising out of the intent, content, implementation, or application of the policy, which is normally the policy holder. Identify the appeal process to be followed when a dispute arises from decisions made as a result of enforcing this policy.
- **7.0 FORMS:** List any forms to be used in the application of this policy. All forms will be reviewed and approved by the Yukon College Forms Committee.
- **8.0 APPENDICES:** Identify any appendices that are included and form part of this policy.

- **9.0 ADDENDUMS:** Identify any additional information that is included with this policy, such as best practices, frequently asked questions, checklists, etc., that is provided for information purposes only and not subject to enforcement or disciplinary action.

6.0 PROBLEM SOLVING

Any questions or concerns arising out of the intent, content, implementation, or application of this policy should be reported to the President's Office.

Where a concern or dispute arises from a decision made as a result of enforcing this policy, the President's Office should be notified as soon as possible after the decision has been made. In such cases the President's Office will advise the concerned individual(s) of the appropriate appeal process to follow under the circumstances.

A draft policy that is submitted to the Senior Executive Committee for review and approval that does not meet the policy development requirements or policy format specifications may be returned to the policy holder for completion.

7.0 FORMS

Refer to separate College form, PO-01 Policy Development Template.

8.0 APPENDICES

Appendix A – Definition of Terms

9.0 ADDENDUMS

Addendum A – Policy Communication Checklist

APPENDIX A – DEFINITION OF TERMS:

Policy Holder: A member of staff (normally senior management) with responsibility for an administrative or operational policy.

Ad-hoc policy Committee: A group of individuals whose responsibility it is to develop or revise a policy. The group must represent those affected by the policy. The Policy Holder or designate will facilitate the work of this group.

Administrative and Operational Policies: Those policies approved by the President, which provide the parameters within which the Board Policies are to be implemented. The Board of Governors has delegated this approval authority to the President.

Board Policy: These are the policies created by the Yukon College Board of Governors to establish the strategic initiatives that will be undertaken by the College as well as the Board's responsibility to the College and its authority to act. Board policies are intended to authorize and properly empower others to fulfil the mission, goals and objectives of the College.

Senior Executive Committee: Typically, those individuals holding the rank of Vice-President, Dean, Director or equivalent that have standing membership in the College's executive decision making body.

ADDENDUM A - POLICY COMMUNICATION CHECKLIST

Policy Name: Policy Development and Format
 Number: PO-01
 Submitted by: Karen Barnes

List those consulted with in preparation of this policy:

Name	Department	Date
Staff	Yukon College	February 2014

The order for communication and/or consultation for a new or revised policy is as follows:

1. SEC – initial review and recommendations from SEC membership;
2. Identified stakeholders within Yukon College in order of priority – see below;
3. SEC – to be briefed on any issues arising out of stakeholder consultations;
4. Staff – SEC members to bring policy to their staff for feedback (*SEC member introducing this policy is responsible for sending to SEC, requesting that it be circulated to their staff for feedback*);
5. SEC – final draft supported by SEC membership and approved by the President.

This checklist must be completed prior to the final draft of a policy being presented to SEC for presidential approval.

Body	Communication Planned	Completed	Comments
SEC	Jan 29		
Student Union	n/a		
Employee's Union	n/a		
Occupational Health and Safety	n/a		
Academic Council	n/a		
Board or a Board subcommittee	n/a		
<i>Other</i>			
SEC for Final Review	Feb 19		

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REVIEW DATE	
REVISED DATE	
NEXT REVIEW	

POLICY

(Sample Policy Statement)

Yukon College is committed to expanding northern research and innovation opportunities. The College strives to expand the culture and capacity to conduct research within the College and throughout Yukon according to the principle that attribution of academic credit and ownership of Intellectual Property (IP) rights belong to the creator(s).

This policy is established to define the procedures for attributing academic credit and conferring ownership of rights in IP to those individuals who are responsible for its development, while at the same time encouraging the openness and free exchange of ideas that are essential to successful scholarship.

Approval Statement

With the consent of the Senior Executive Committee and approval of the President this policy is hereby deemed in effect the _____ day of _____, 2014.

 President, Yukon College

 Date

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Revised:
 Revised:
 Revised:
 Revised:
 Revised:

1.0 PURPOSE

2.0 GOVERNING LEGISLATION AND RELEVANT DOCUMENTS

3.0 SCOPE

4.0 DEFINITIONS

5.0 PROCEDURES

6.0 PROBLEM SOLVING

7.0 FORMS

8.0 APPENDICES

9.0 ADDENDUMS

Addendum A - Policy Communication Checklist

ADDENDUM A - POLICY COMMUNICATION CHECKLIST

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Number:
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Academic Council			
Board or a Board subcommittee			
<i>Other</i>			
SEC for Final Review			

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