



College Policy & Procedures Manual	
Category	1 – General
Policy #	1.1.4 Policy Development and Administration

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POLICY

College policies and associated guidelines ensure appropriate advancement of operations and activities conducted in accordance with COTR’s mandate outlined in the College and Institute Act. Proper policy administration ensures policies are developed in a clear and consistent manner; are regularly reviewed and updated; and are rescinded when they are no longer applicable.

College policies:

- State COTR’s position on educational and/or administrative matters
- Provide direction and guidance in decision making
- Inform COTR employees and/or students of the College’s expectations of them

College policies supplement but do not replace Board governance policies set by the Board of Governors for effective board governance of COTR.

PURPOSE

COTR college policies and associated guidelines promote fair and consistent business practices, minimize risk, meet necessary control requirements and improve internal communications. A regulated process and format enhances policy development and administration.

SCOPE

The Policy Development and Administration policy and associated guidelines apply to all College policy and concern all COTR community members. It does not pertain to Board governance policies.

DEFINITIONS

Board Governance Policies: Governance Process Policies (GP), Executive Limitation Policies (EL) and Board-Staff Relationship Policies (SR) are the responsibility of the Board of Governors. The Board has developed and adopted a set of Bylaws in compliance with the College and Institute Act. In addition, the Board developed and adopted governance policies to guide its activities and the activities of the College.

College Policies: College policies are rules and guidelines that ensure the College and the College community conducts programs, services and business in a fair and orderly manner.

COTR Community: The COTR community includes all categories of employees and students.

GUIDELINES

A. Policy Development and Renewal Process

- A.1 The creation of a new policy, a policy revision or the rescinding of a policy may be proposed by any member of the COTR community, but must be sponsored (supported) by the appropriate President's Council member. The author of a policy will typically be the senior manager of the business unit.
- A.2 The policy author will ensure appropriate research and consultation is conducted before drafting the policy. (See Appendix A: Policy Development & Approval Process flowchart)
- A.3 Completed policy drafts that fall under section 23 of the College and Institute Act¹ are submitted to:
- (a) The College Policy Committee for review
 - (b) Education Council for advice
 - (c) The Board of Directors for approval
- A.4 Completed policy drafts that fall under section 24 of the College and Institute Act are submitted to:
- (a) The College Policy Committee for review
 - (b) Education Council for approval
- A.5 Completed policy drafts that fall under section 25 of the College and Institute Act are submitted to:
- (a) The College Policy Committee for review
 - (b) Education Council and the Board for joint approval
- A.6 All other completed policy drafts are submitted to the College Policy Committee for review and approval.
- A.7 All policies (new, revised and rescinded) become official once approved.
- A.8 The Executive Assistant to the VP, Education will ensure
- (a) The COTR community is informed of policy approvals
 - (b) Approved policies are posted to the college website
 - (c) Rescinded policies are deleted from the college website
 - (d) The directory of approved policies and scheduled review dates is updated

B. COTR Community Requirements

- B.1 Employees and students are responsible to ensure they are aware of, understand and abide by College policies that pertain to them.

¹ http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96052_01

- B.2 COTR is responsible to ensure new policies, revised policies and rescinded policies are brought to the attention of the COTR community.
- B.3 Failure to comply with a College policy is considered a violation. COTR reserves the right to take appropriate disciplinary action and/or legal measures to address policy violations.

C. Policy Categories

C.1 Categories for policy are as follows and reflect key business functions:

1. General Administration
2. Student Affairs
3. Finance/Legal
4. Human Resources
5. Facilities
6. Academic
7. Research
8. Information Technology
9. International

D. Policy Format

D.1 Policies will be written using a standardized format and contain the following sections:

Policy - states the rule or official position of COTR

Purpose -clarifies the reason for the policy

Scope - indicates what the policy covers and to whom it applies.

Definitions -explain terms that may not be easily understood within the context of the policy

Guidelines - provide a series of steps and considerations for putting policy into practice

E. Policy Maintenance

E.1 All policy is subject to review at least every 5 years to ensure currency and reflect changing requirements

E.2 The author responsible for the policy development is responsible for initiating the review and authoring the update

F. Amendment History

F.1 Policies will indicate the latest revision date and the scheduled review date.

F.2 Policies will indicate the policy author (position title) and the approving body

Policy Development & Approval Process

