

<b>TYPE:</b>	Administrative
<b>TITLE:</b>	Policy and Procedure Development and Renewal
<b>NO.:</b>	ADMIN-201
<b>RESPONSIBILITY:</b>	Office of the President
<b>APPROVED BY:</b>	Durham College Leadership Team
<b>EFFECTIVE DATE:</b>	May 2020
<b>REVISED DATE(S):</b>	
<b>REVIEW DATE:</b>	May 2024

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## 1. Introduction

College policies and procedures are informed by legislation, Minister's Binding Policy Directives, current business practices and best-practices common to the College sector.

## 2. Purpose

The purpose of this policy and procedure is to support the development, renewal and implementation of consistent, transparent and accountable academic, administrative and employment-related policies and procedures that demonstrate effective and professional business processes at Durham College.

## 3. Definitions

Refer to [Durham College's Standard Definitions](#).

## 4. Policy statements

- 4.1. Durham College policies and procedures will be developed and renewed in the context of the following principles:
  - 4.1.1. Respect for the mission, vision, values and goals of the College (as outlined in Board Framework 'Outcomes'), all of which are reviewed and renewed as part of each Strategic Planning cycle.
  - 4.1.2. Support for consistent decision-making and high standards of clarity, transparency and accountability.
  - 4.1.3. Commitment to consultation and collaboration in the development of effective and implementable policies and procedures.

- 4.2. College policies and procedures will be organized into three sub-sections: Academic (ACAD), Administrative (ADMIN) and Employment-Related (EMPL).

## 5. Procedure

### 5.1. Purpose and Use

- 5.1.1. Authors are to reference the College's accessibility policy and procedure (ADMIN-203) and use the established template, which has been designed to maximize accessibility for people with disabilities and/or exceptionalities.

### 5.2. Initiation Creation or Renewal of Policies and Procedures

- 5.2.1. The need for a new policy and/or procedure is typically identified by a member of the Durham College Leadership Team as an outcome of new or significantly revised legislation, Minister's Binding Policy Directives, College sector recommendations or College business.
- 5.2.2. An employee recognizing a need for a new policy and/or procedure shall notify their supervisor who then confirms the need with the relevant member of Durham College Leadership Team. Care shall be taken to not duplicate existing policies and procedures.
- 5.2.3. The author will develop a plan with phases and timelines that typically include analysis, research, drafting, consultation, review, revision, finalization and implementation.
- 5.2.4. The author will conduct research on issues, legislation and best practices related to the policy and procedure (where applicable). Subject matter experts and others may be consulted at this stage.
- 5.2.5. All policies and procedures shall be documented on the established template.
- 5.2.6. Policy statements will be clear, concise and specific.
- 5.2.7. The author will present the policy and/or procedure to the appropriate stakeholders in the College for review and feedback. The stakeholders consulted as part of this process are at the discretion of the author.

Stakeholders may include, but are not limited to:

- Academic Leadership Team
- Academic Council
- Members of the Durham College Leadership Team

- 5.2.8. All new policies and/or procedures shall be presented to College Council for input and endorsement prior to obtaining final approval by the Durham College Leadership Team. Once the policy and/or procedure is ready for review by College Council, the author shall provide the Corporate and Board Secretary in the Office of the President a copy for placement on the next College Council meeting agenda. If no meeting of College Council is scheduled, this consultation can occur via email and will be coordinated by the Corporate and Board Secretary in the Office of the President.
- 5.2.9. The author will review all feedback from relevant stakeholders, including College Council (if required) and will revise the policy and/or procedure as necessary. If a legal review is required, the policy and/or procedure will be sent to legal counsel for review.
- 5.2.10. Once the policy and/or procedure is ready for approval by the Durham College Leadership Team, the author shall provide the Executive Assistant in the Office of the President a clean copy of the policy and/or procedure for placement on the Durham College Leadership Team meeting agenda. The Durham College Leadership Team is the final approval body.

### 5.3. Timetable

- 5.3.1. On a quarterly basis, the Corporate and Board Secretary will send an email to all members of the Durham College Leadership Team and their assistants (where applicable) outlining the policies and/or procedures that are due for renewal and policies and/or procedures that are due for renewal in the subsequent two quarters.
- 5.3.2. Policies and procedures ready for Durham College Leadership Team approval are to be submitted to the Executive Assistant in the Office of the President 10 business days in advance of the Durham College Leadership Team meeting at which approval is anticipated.

### 5.4. Accessing Existing Policy and Procedure Documents

Adobe PDF and Microsoft Word versions of policies and procedures are stored on the shared drive, [S:\Policies and Procedures](#). Employees working with policies and procedures on a regular basis can be granted “read-only” access to this folder by contacting the corporate and board secretary.

## 5.5. Content

### 5.5.1. Templates

The author will refer to the approved template for instructions on how to complete the template, and the information required for each document.

Each section of the template must be fully completed. Numbers for new policies and procedures are the only exception; these are provided by the Corporate and Board Secretary.

If there is no information for a particular section of the template, insert the words 'This section is not applicable'. Do not remove the section.

### 5.5.2. Identifying updated information

The Durham College Leadership team member responsible for the policy and/or procedure shall be prepared to present an overview of the changes at the Durham College Leadership Team meeting at which the policy and/or procedure is being presented for final approval.

There is no need to identify updated information using track changes, red text or highlighting on the final copy submitted for approval.

Prior to the meeting at which the policy or procedure is to be approved, a member of the Durham College Leadership Team can request a copy of the policy and/or procedure with the identified changes (ex. track changes, red text or highlighting) by contacting the author or leadership team member responsible.

### 5.5.3. Language

Language is to be declarative (i.e., "shall", "will", "must" rather than "may", "can", "should"), concise, simple and free of jargon.

Standard and inclusive language is to be used where possible to ensure clarity, consistency and inclusivity.

### 5.5.4. Standard Definitions and Language

The College has developed a [standard definitions document](#) that acts as a companion document to all policies and/or procedures. When reviewing a policy and/or procedure, the author will review the standard definitions document to ensure all necessary definitions have been included and/or to determine if revisions to a definition is required. If a change to the standard definitions document is required, the author should notify the Corporate and Board Secretary.

#### 5.5.5. Durham College Style Guide

The Durham College Style Guide is to be used. As an exception, the term “College” in reference to Durham College is capitalized, to clarify that the use of the word specifically pertains to Durham College.

#### 5.6. Submitting for Approval to the Durham College Leadership Team

- 5.6.1. Prior to submitting a policy and/or procedure for approval, the expectation is the author has circulated the document to all relevant stakeholders in the College who need to read, review, authorize or provide feedback on the document and where applicable, all feedback has been incorporated.
- 5.6.2. The Author shall provide the Executive Assistant in the Office of the President a clean copy (no track changes, red text or highlighting) in Microsoft Word 10 business days in advance of the Durham College Leadership Team meeting at which the policy and/or procedure is to be approved. Once received by the Office of the President, it is assumed that all authorizations are in place and the document is ready for final approval by the Durham College Leadership Team.

#### 5.7. Posting and Communication

- 5.7.1. If a policy and/or procedure is approved with edits at the Durham College Leadership Team meeting, the policy and/or procedure will be sent back to the author for final formatting, with a summary of required edits.
- 5.7.2. If a policy and/or procedure is not approved by the Durham College Leadership Team, the policy and/or procedure will be sent back to the author for revision, with a summary of required revisions.
- 5.7.3. The Corporate and Board Secretary shall post all policies and procedures to the employee intranet (ICE) within 15 business days after approval has been granted by the Durham College Leadership Team and will notify the author, the responsible Durham College Leadership Team member and their assistants (if applicable) when posting is complete.
- 5.7.4. The Corporate and Board Secretary shall coordinate the posting of all policies and procedures to the College website within 15 business days after approval has been granted by the Durham College Leadership Team, unless otherwise directed.

- 5.7.5. The author or responsible Durham College Leadership Team member shall facilitate the posting of all policies and procedures relevant to students to MyCampus and any additional communication channels within 15 business days after approval has been granted by the Durham College Leadership Team.
- 5.7.6. The Corporate and Board Secretary shall coordinate the posting of an announcement to the employee intranet (ICE) to communicate when a policy and/or procedure has been renewed, or a new policy or procedure has been posted.
- 5.7.7. On a quarterly basis, the Corporate and Board Secretary shall coordinate the distribution of a campus-wide message to all employees highlighting the policies and/or procedures that have been renewed since the last communication.
- 5.7.8. The Corporate and Board Secretary shall save all policies and procedures in the limited-access shared folder, S:\Policies and Procedures.

## **6. Roles and responsibilities**

- 6.1. The Durham College Leadership Team is responsible for developing, renewing and approving all College operational policies required for effective administration of the College as outlined in the Board's framework.
- 6.2. The Durham College Leadership Team member is responsible for:
  - 6.2.1. Developing and renewing all sections of the policy and/or procedure, including appropriate research and consultation with related stakeholders.
  - 6.2.2. Considering legislative and other requirements in determining the appropriate lifecycle for the policy and/or procedure. Policies and procedures are generally one to four years in length. They are not to exceed four years, as regular review of policies and procedures is key to ensuring relevancy and legislative compliance.
  - 6.2.3. Ensuring new or renewed policies and procedures are communicated to the relevant College stakeholders (students, employees, contractors and suppliers, the external community).
  - 6.2.4. Monitoring the policy and its procedures for effective implementation and compliance, including revising as required for business and/or legislative need.

- 6.3. The Office of the President is responsible for:
- 6.3.1. Monitoring all policies and procedures with respect to their review dates and notifying the appropriate Durham College Leadership Team member regarding scheduled review timelines.
  - 6.3.2. Reviewing all policies and procedures in advance of consideration by the Durham College Leadership Team to confirm they are formatted correctly and contain all required information.
  - 6.3.3. Ensuring all new policies and procedures are presented to College Council for review and feedback prior to receiving final approval from the Durham College Leadership Team.
  - 6.3.4. Ensuring that all policies and procedures approved by the Durham College Leadership team are numbered and posted to the employee intranet (ICE) and on the College's website within 15 business days, unless otherwise directed by a member of the Durham College Leadership Team.
  - 6.3.5. Coordinating the posting of an ICE announcement on the employee intranet (ICE) to communicate when a policy or procedure has been renewed, or a new policy or procedure has been posted.
  - 6.3.6. Coordinating the distribution of a campus-wide message to all employees highlighting the policies and/or procedures that have been renewed since the last communication.
  - 6.3.7. Ensuring the Adobe PDF and Microsoft Word versions of the policy and procedure are current and available on the shared drive.

## **7. Accessibility for Ontarians with Disabilities Act considerations**

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

## **8. Non-compliance implications**

Failure to comply with this policy and procedure could impact Durham College's ability to effectively conduct its operations and leave the College in contravention of Board Policy, federal and provincial legislation and directives, and commonly accepted business practices and professional ethics.

## **9. Communications plan**

- A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.
- A message will be posted on MyCampus alerting students when new or revised policies and procedures are added.

## **10. Related forms, legislation or external resources**

- Minister's Binding Policy Directive – Governance and Accountability Framework