



## Policy Development

Policy No.:	1000
Category:	Administration
Approving Body:	Board of Governors
Executive Division:	President's Office
Department Responsible:	President's Office
Current Approved Date:	2012 Apr 3

## Policy Statement

BCIT policies support the Institute's mission and strategic direction. As such, they should enable an environment of teaching and learning excellence, a superior student experience, a healthy and safe workplace for all employees, and judicious stewardship of resources. (2.0)

Policies will be developed, implemented, managed, and retired in a manner that appropriately considers the interests of the Institute and affected parties, respecting the importance of our consultative learning culture.

## Purpose of This Policy

The purpose of this policy is to define BCIT's policy development and management processes.

A policy will be developed and managed for one or more of the following reasons:

1. To comply with legal or regulatory requirements
2. To implement directives from the Board of Governors
3. To inform students and potential students of BCIT's expectations of them
4. To inform employees of Institute roles, responsibilities, and BCIT's expectations of them
5. To provide decision-making guidance to all BCIT employees
6. To promote the achievement of institutional objectives in a consistent manner

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## Application of this Policy

This policy applies to any BCIT employees accountable for the development and management of Institute policies.

## Related Documents and Legislation

*College and Institute Act.*

## Definitions

### **Accountability**

Accountability is the obligation to take responsibility for, and demonstrate performance, in light of agreed expectations. In regards to BCIT policy development and management, accountability rests with the body or official responsible for developing, revising, implementing, and ensuring compliance with a policy.

### **Approving Body**

The Approving Body refers to the body that has the final approval authority for a policy.

### **BCIT community/stakeholders**

BCIT community/stakeholders refers to everyone who is impacted by a policy, including those expected to comply with the policy.

### **Data Control List of Policies, Procedures, and Guidelines**

The Data Control List of Policies, Procedures, and Guidelines is a tracking document that indicates the current status and maintains the version history of Institute policies, procedures, and guidelines.

### **Guideline**

A guideline contains information about suggested best practices for implementing policies and procedures.

### **Leadership Team**

The President chairs this group which is comprised of all the vice-presidents and deans, as a senior management decision-making body.

### **Policy**

A policy is a document, approved by the relevant approving body, that provides guidance for decisions and resource allocation, and supports the Institute's mission and the provision of an environment in support of teaching and learning excellence.

### **Procedure**

A procedure describes a process or method to accomplish the administrative or operational tasks that put a policy into practice.

## Guiding Principles for Policy Development

BCIT policies must:

1. Define the members of the BCIT community expected to comply with the policy. (2.1)
2. Be framed in natural justice, clearly outline how members of the BCIT community are bound to act, the sanctions associated with policy breach, and where the accountability for ensuring compliance resides. (4.4)

3. Indicate the line authority for implementing the policy and assuring compliance. (2.2)
4. Inform the BCIT and broader communities about guidelines, rules, and regulations regarding BCIT's governance, academic matters, and administrative operations. (2.4)
5. Clarify functions, duties, and responsibilities of persons governed by the policy. (2.5)
6. Follow a prescribed template. Details of the required elements and format are found in Procedure 1000-PR1, Policy Maintenance.

## Stakeholder Input

Stakeholders are the parties that are affected by policy. The policy-development and management process calls for stakeholders to be identified and consulted during the drafting phase. Stakeholder input may include the internal and external communities, as well as pertinent expert and professional advice. The internal community includes faculty, students, staff, administrators, deans and directors, and officers. (4.5)

Reasonable time will be given for response to input of affected constituencies. (4.6-[part]). During the drafting and substantive revision phases of a policy's development, the Policy Review Team will post the draft policy for a 30-day review. During this time, all BCIT employees will have an opportunity to see the draft and pose questions and comments to the policy writer(s).

Interest groups from across BCIT may initiate policy development in response to the need for guidance with regard to strategic, operational, or other matters. (4.2)

## Duties and Responsibilities

### Board of Governors

The Board of Governors has overall accountability for BCIT policy.

The Board delegates responsibility to the President for developing, implementing, and administering those policies within its purview; however, it needs to maintain the approval authority for policy in the area of: financial and risk management, BCIT reputation, educational and academic programming, strategic matters, governance, and external relations.

The Board assigns the approving body, either the Board of Governors or the Leadership Team, to each existing policy and proposed, new policies.

### Education Council (EdCo)

Under the College and Institute Act, Education Council has responsibility for developing policies related to academic matters and BCIT Programming.

### Leadership Team

The Leadership Team is responsible for approving administrative policies that govern general administration, finance, physical plant, and human resources.

### President

The President receives delegated accountability for policy development from the Board of Governors. The President may delegate responsibility for policy development and implementation to vice presidents and BCIT committees as appropriate. (4.2). Notwithstanding, the initiation of policy development may emanate from interest groups across the BCIT in response to the need for guidance with regard to strategic matters.

The Office of the President is responsible for the development, maintenance, distribution, and

## Duties and Responsibilities

control of the BCIT Policy Manual (in any official format) including the historical records pertaining to policy change.

### Vice President

The vice president may delegate, to a policy writer(s), the writing of policies, procedures, and guidelines relating to the vice president's area of responsibility. The vice president may also determine that legal input or review is needed, based on the policy's nature and scope.

The vice president directly accountable for a specific policy is responsible for authorizing, on the Notice of Policy Change form, that an Institute-wide policy change is finalized and therefore ready for Policy Review Team consideration.

### Policy Writer

The Policy Writer is responsible for the following:

- Analyzing the activity or function that the policy addresses, researching issues, and developing and maintaining the policy and any associated procedures or guidelines, using BCIT's standard templates.
- Soliciting and gathering stakeholder input to inform the policy writing. A Stakeholder Analysis template is available in the appendix to the accompanying procedure, to assist in gathering input.
- Drafting the policy documents.
- Submitting the completed draft documents to the vice president for approval.

### Policy Review Team

The Policy Review Team functions as a quality committee, comprised of representatives from the following departments: Risk Management, Human Resources, Quality Assurance, and Records Management.

The team:

- Reviews and considers proposals for new or revised policies, or for retirement of existing policies
- Reviews policies from the perspective of Risk Management, Human Resources, Quality Assurance, and Records Management
- Ensures policies are edited for consistency and clarity
- Forwards draft policies for Institute 30-day review, and then to the relevant approving body
- Maintains the data control list of policies

### BCIT Officers, Staff, and Departments

BCIT Officers, Staff, and Departments that have responsibility for administering particular policies, are responsible for communication and training. (4.12)

### Table of Policy Categories and Approving Bodies

BCIT establishes and maintains policy within four broad categories. The approving bodies for each type are indicated in the following table. The Data Control List of BCIT Policies will indicate the approving body of each policy.

The Board of Governors will authorize the approving body for each existing policy and will assign an approval body to new policies as they arise.

The Board's Governance Committee could be consulted to opine whether any particular policy is of a strategic nature or administrative nature at the request of the President or the relevant Vice President.

Category	Description	Recommended by	Approved by
<b>A. Academic and Programming</b>	<p>Policies, under the shared governance of BCIT's Education Council and its Board of Governors, which define the processes, standards, and accountabilities for educational matters at the Institute including:</p> <ul style="list-style-type: none"> <li>• Course and program creation, implementation, and cancellation</li> <li>• Student admissions, withdrawals, examinations, discipline (academic), appeals, and awards</li> <li>• Affiliations with other post-secondary institutions</li> </ul>	EdCo	Board of Governors
<b>B. Student Services</b>	Policies which define the processes, standards, and accountabilities for those matters that directly impact the components of the student experience at BCIT	VP Responsible	Leadership Team
<b>C. Administration</b>	Policies which define the processes, standards, and accountabilities required to manage the day-to-day and strategic operations of the Institute and its employees	VP Responsible	Leadership Team
<b>D. Governance</b>	Policies that contain substantial governance topics including for examples: campus development, financial commitment and accountabilities, strategic value, high risk and potential liabilities.	Leadership Team	Board of Governors

### Procedures Associated With This Policy

Procedure 1000-PR1, Policy Maintenance

### Forms Associated With This Policy

Refer to Procedure 1000-PR1, Policy Maintenance.

**Amendment History**

- 1. Created: 2008 Apr 22
- 2. Revision 1 2012 Apr 3

**Scheduled Review Date**

2016 Apr 30