

## Policy Development and Maintenance

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| Policy No.:         | 1000  |
| Policy Category:    | Administration  |
| Approving Body:     | Board of Governors  |
| Executive Sponsor:  | President   |
| Policy Sponsor:     | Vice-President Human<br>Resources and People<br>Development |
| Last Approved Date: | 2018 May 29   |

## Policy Statement

BCIT Policies establish the principles that govern the Institute’s operations and support its mission and strategic direction. Policies will be developed and maintained in a manner that facilitates the following:

- compliance with statutory and other legal requirements;
- an environment of teaching and learning excellence;
- a superior student experience;
- a healthy and safe workplace for all employees;
- operational effectiveness;
- judicious stewardship of resources;
- prudent risk management;
- appropriate consideration of the interests of the Institute and its affected stakeholders;
- transparency, consistency and clarity; and
- achievement of institutional objectives.

## Purpose of Policy

The purpose of this Policy is to establish the principles governing the development and maintenance of BCIT Policies.

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## Who This Policy Applies To

This Policy applies to all members of the BCIT Community who are involved in the development and maintenance of BCIT Policies.

## Related Documents and Legislation

*College and Institute Act.*

## Definitions

### **Approving Body**

The body that has final approval authority for a Policy under the *College and Institute Act*.

### **BCIT Community or Stakeholders**

BCIT Community or 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.

### **Policy**

A Policy is a document, approved by the relevant Approving Body, that establishes principles governing the Institute's activities or operations, has broad application throughout BCIT, and is binding on members of the BCIT Community.

### **Procedure**

A Procedure establishes a process or set of steps to be followed to give effect to a BCIT Policy.

### **Senior Team**

The President, and other members of the Executive as designated by the President.

## Guiding Principles

1. Policies must support the Institute's mission and strategic direction.
2. Policies must comply with all applicable statutory and other legal requirements, and be approved by the appropriate Approving Body.
3. Policies must:
  - specify the Approving Body for the Policy;
  - identify the members of the BCIT Community expected to comply with the Policy;
  - outline clearly how members of the BCIT Community are expected to act, any sanctions associated with Policy breach, and where the accountability for ensuring compliance resides;
  - indicate the person or entity responsible for implementing the Policy and ensuring compliance;
  - outline the functions, duties, and responsibilities of persons to whom the Policy applies; and
  - follow a prescribed template.
4. Policy development and maintenance is a transparent and inclusive process that provides an appropriate opportunity for affected stakeholders to provide input.

5. The development and maintenance of non-education Policies is coordinated by the Chair of the Policy Review Team. The development and maintenance of Education Council Policies is coordinated by the Education Council Executive Standing Committee.
6. Policy research and writing should be undertaken by individuals or bodies that are most knowledgeable about the issues addressed in the Policy.
7. Policies, once approved, are made publicly accessible on the BCIT website.
8. Policies are reviewed regularly to ensure currency.
9. Except where this Policy indicates otherwise, the provisions of this Policy apply to all BCIT Policies and Procedures.

## Duties and Responsibilities

### Policy Approval

The Approving Body for a Policy is the body that has the final approval authority for a Policy under the *College and Institute Act*.

#### Board of Governors

The Board of Governors is responsible for approving Policies that fall under its jurisdiction as described in the *College and Institute Act*.

The Board establishes Policy in the following areas:

- Board governance;
- BCIT's mission, values and strategic direction;
- legal requirements and risk management;
- external relations;
- issues that may have a significant impact on BCIT's reputation, finances, operations, or legal interests; and
- other issues that fall under the Board's jurisdiction as described in the *College and Institute Act*.

The Board may delegate to the President responsibility for overseeing the development of Policies that fall under the Board's jurisdiction. However, the Board retains approval power over such Policies.

#### Education Council

The Education Council is responsible for:

- providing advice to the Board on the development of educational policy for the matters described in Section 23 of the [College and Institute Act](#);
- approving policies for the matters described in Section 24 of the *College and Institute Act*; and
- approving policies jointly with the Board, for the matters described in Section 25 of the *College and Institute Act*.

## **Duties and Responsibilities**

### **Policy Development and Maintenance**

#### **Senior Team**

The Senior Team is responsible, subject to the overall direction of the President, for reviewing and recommending proposed new, revised, or retiring policies for approval by the Board of Governors (except policies that are subject to approval only by Education Council).

## **Procedures Associated With This Policy**

1000-PR1, Policy Development and Maintenance

## **Forms Associated With This Policy**

Refer to Procedure 1000-PR1, Policy Development and Maintenance.

## **Amendment History**

- |               |             |
|---------------|-------------|
| 1. Created    | 2008 Apr 22 |
| 2. Revision 1 | 2012 Apr 03 |
| 3. Revision 2 | 2018 May 29 |

## **Scheduled Review Date**

2023 May 29