

Policy Information	
Policy No:	P-1.1
Approved by:	Executive Committee
Approval Date:	August 15, 2013
Executive Responsible:	President
Administrator Responsible:	VP Finance and Corporate Services
Date of Next Review:	August 2018

POLICY FRAMEWORK

Policy Statement

The College of New Caledonia policies provide consistent direction and interpretation for decision-making within the organization and regulate individual and organizational actions. College of New Caledonia policies must be current, functional and readily accessible to the college community. Policies are developed, reviewed, amended, implemented, managed and eliminated in a consistent manner that considers the interests of the institution and effected parties and respects our consultative learning and management culture.

Purpose / Rationale

The purpose of the Policy Framework is to provide a consistent framework for the development and ongoing maintenance of policies that will assist in ensuring compliance with legal and other regulatory requirements, supporting students, managing risk, achieving the College's vision and strategic plan, enhancing operational effectiveness and setting appropriate standards and restraints for the conduct of College affairs.

Scope / Limits

This policy governs the development of all policies relating to the operation of the College under the jurisdiction of the Executive Committee and applies equally to members of the College community involved in the preparation, amendment and approval of those policies.

Policies or bylaws under the authority of the College Board are not governed by this framework, however all college-wide policies except Board Bylaws are developed using the standard Policy Template.

This policy does not apply to practices developed by individual College units/departments to guide the management of issues within their particular areas of responsibility.

Principles / Guidelines

1. College-wide policy development and review is based on priority need for the organization, as directed by the Executive Committee.
2. Policy reflects the mission, values, guiding principles and strategic goals of the College of New Caledonia and is congruent with related College-wide policies and agreements.
3. Any member of the College of New Caledonia administration, faculty, support staff or student body may express opinions about current or proposed policy, or suggest the development of new policy in response to the need for guidance with regard to strategic, operational, or other matters.
4. Appropriate levels of input are considered in the development of policy. Such input may include the internal or external communities, and expert and professional advice pertaining directly to the subject matter of a given policy.
5. The official versions of College-wide policy will be available through the College Policies homepage. Notification of newly approved or amended policy will be communicated regularly.
6. Occasionally, department, school, regional campus and division-specific practices may be developed at the unit level. All unit level practices must be congruent with and supportive of College-wide policy.
7. Should a conflict exist between a College-wide policy and a unit-based practice or standard, the College-wide policy will take priority. Unit-specific practices may be available through the College Policies homepage or on unit-specific pages as appropriate.
8. Policy development and maintenance is coordinated through the Policy and Planning Department.
9. A policy focuses on principles and those principles address broad, long term College issues and values; while policies are reviewed on a regular basis, usually every five years, change should be infrequent.
10. Procedures are developed to ensure clarity around the actions required to implement a policy; internal organizational changes, legislation and other factors may require procedures to be updated and modified more frequently than their related policy.

Definitions

Refer to the related Procedure document for definitions relevant to this policy.

Links to Other Related Policies, Documents and Websites

[Policy Framework - Administration](#)

[Policy Development and Revision Plan for Administrative Policies](#)

Administrative Policy Template

Administrative Procedures Template

Policy Amendment Log

Amendment Number:	Date:
0	April 15, 2011
1	October 11, 2012
2	August 15, 2013