

POLICY & PROCEDURE FRAMEWORK

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

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| Category: | B. Administration |
| Parent Policy: | B07 |
| Approval Date: | June 14, 2024 |
| Effective Date: | June 14, 2024 |
| Procedure Owner: | Chief of Staff |

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| Overview: | <p>This procedure governs the development, implementation and review of all Olds College of Agriculture & Technology (the “College”) policies and procedures. It ensures that College level policies and procedures are appropriately established and periodically reviewed.</p> <p>Authority to establish this policy is derived from the Olds College Board of Governors which delegates authority to the President for all operational matters, including establishing policies and procedures for the College’s management and operation.</p> <p>The Academic Council (AC) will review and recommend academic policies to the College Leadership Team (CLT) for approval.</p> <p>The Policy & Procedure Review Committee (PPRC) will review and recommend administrative policies to the CLT for approval and will review academic policies as information only. The PPRC will also review and approve all procedures.</p> <p>The PPRC will be chaired by the Chief of Staff and comprised of the Vice President, Student Experience, Chief People & Culture Officer, Chief Financial Officer and other Deans or Directors, as appropriate, to consider the policies and procedures under review.</p> <p>All policies and procedures will be cyclically reviewed every three (3) years at minimum and will be assigned owners. All policies will include at least one member of the Executive Leadership Team (ELT) as an owner. ELT members may also be the owners of any procedures under their policies or assign ownership to the appropriate member(s) of the CLT. Policies and procedures may have multiple assigned owners, when deemed necessary.</p> |
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Procedures:



1. Identification

The policy and/or procedure owners are responsible for identifying:

- a. a need for a new policy or procedure
- b. a need to retire an existing policy or procedure
- c. an existing policy or procedure that is due for review

Owners can reference the [Policy & Procedure Review Schedule](#) to find the next review date for a policy or procedure.

A need for the creation or retirement of a policy and/or procedure is initiated from a variety of sources. These sources include the College's annual business planning cycle, environmental scans, business process reviews, risk management assessments, input from employees, faculty, students, external stakeholders and legislative requirements.

2. Creation, Revision or Review

- a. Owners are to reach out to the appropriate Executive Assistant (EA), based on the policies Executive Leadership Team (ELT) Sponsor(s), to initiate the process.
- b. EAs will prepare and share working copies of the policy and/or procedure being requested and a PPRC briefing note.
- c. Owners will consult with College legal resources, if necessary, to address and resolve legal issues.
- d. Where there are no proposed changes, the EA will update the revision history section of the document and seek approval for no proposed changes, as per step 4.

3. Stakeholder Engagement

- a. Owners conduct research and engage subject matter advisors, as appropriate, and relevant stakeholders that are directly affected by a new or revised policy or procedure.

4. PPRC Review or Approval

- a. Owners finalize the working copy of the policy and bring it forward to the PPRC for administrative policies, or the AC for academic policies.
- b. The PPRC or AC reviews the working copy of the policy for alignment with documentation standards and provides advice on the content before determining whether new or revised policies will be submitted to the CLT for review and approval.
- c. All procedures are approved by the PPRC and are then submitted as information to the CLT, along with the policy.
- d. After the PPRC's review, EAs will work with owners to prepare a final copy of the policy and submit it for review and approval by the CLT.
- e. Policy & Procedure Owner recommends policy retirements to the PPRC or AC for consideration before submitting for review and approval by the CLT.

5. CLT Review or Approval

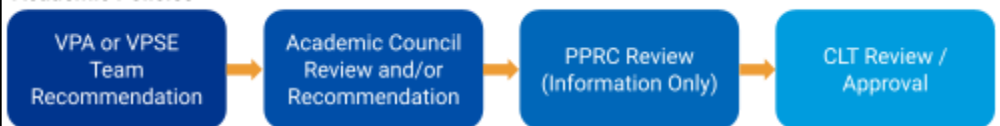
- a. The CLT approves the policy as submitted, or approves with changes to be implemented, or rejects the policy.
- b. Where applicable, the Policy Owner updates the Policy based on the changes requested from the CLT.
- c. Upon approval, the Policy Owner provides the new or revised policy to the EA for finalization and publishing on the College website.

6. Publish or Retire

- a. The EA completes a final review of the policy and/or procedure before submitting it to the Executive Associate. The Executive Associate reviews the policy and/or procedure and publishes to the College website. The EA updates the review date within the Policy & Procedure Review Schedule and the next review date automatically resets.
- b. Where a Policy or Procedure is no longer necessary (e.g. consolidation, out-of-date, not applicable, etc.), the request to retire follows the same process as approvals with the CLT approving to retire policies and the PPRC approving to retire procedures. Once approved, the EA submits a request to remove the policy and/or procedure from the website.

Submission Process Summary

Academic Policies



Administrative Policies



Academic & Administrative Procedures



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| | <p>Exceptions The CLT expects that policy and procedure development will follow the approved procedure. However, there may be rare occasions when the College needs to respond to a situation when time will not permit following the Policy & Procedure Framework Procedure. The CLT will address exceptional situations on a case-by-case basis to support the on-going effective operation of the College.</p> |
| <p>Definitions:</p> | <p>Policy and Procedure Framework: The steps taken by which all College policies and procedures are developed. The framework governs the determination, development, implementation and review of all College policies and procedures. The framework ensures that College policies and procedures are identified, established, monitored, and reviewed in a transparent and universal manner. All College policies and procedures are subject to a formal approval process and are stored in a centrally maintained, online policy and procedure repository.</p> <p>Policy: A written expression of management philosophy and direction, established to provide guidance and assistance to administrators and other members of the College community to support good judgment and discretion in the management of College affairs.</p> <p>Policy and Procedure Owner: Individual responsible for the ownership of specific policies and procedures within the College. A Policy and Procedure Owner is the individual responsible for the identification, creation, and implementation of respective policies and procedures. The Policy and Procedure Owner is responsible for the interpretation and awareness of the policy or procedure, and for championing overall compliance within the College community. A Policy and Procedure Owner is a member of the College Leadership Team.</p> <p>Procedure: A written statement that stipulates specific actions to be taken to conform to established policies, and allow for the systematic implementation of those policies. Procedures often include detailed step-by-step descriptions of what to do, and normally identify the use of any relevant forms.</p> |
| <p>Related Information:</p> | <p>Post-secondary Learning Act, Section 81(3) Policy & Procedure Review Committee (PPRC) Terms of Reference</p> |
| <p>Review Period:</p> | <p>3 years</p> |
| <p>Revision History:</p> | <p>Revised: January 1994 Revised: May 2013 Revised: March 2015 Revised: November 2017 Reviewed: March 2023 Revised: June 2024</p> |