

Institutional Policy Development Process

September 30, 2008

Institutional policies are broad policy statements on topics of overarching concern to the College. They have application across the College and require consultation among the stakeholders. Depending on their nature, institutional policies require the approval of one of the following: the Board of Governors, the President or Education Council (See *Policy Development, Approval – Board, President, Education Council* posted on the College's policy website).

Institutional policies do *not* include department/division operating procedures or departmental/divisional policies.

Use this form and follow the steps below when developing institutional policies.

Institutional policies can be found at: <http://www.okanagan.bc.ca/Page15334.aspx>

1	Policy Title
2	Initiator of Policy (<i>name of department and the contact person</i>)
3	Need for the Policy (<i>describe the issue that needs to be addressed or the rationale for the policy</i>)
4	Statement of Principles
5	Responsibility for Institutional Policy Development (<i>Identify who will draft the policy. Include primary departmental contact and members of any working group who will have input into the development of the policy.</i>)
6	Departmental/Divisional Approval to Initiate Institutional Policy Development (<i>Review and approval by appropriate Dean/Director of the need for the policy, Statement of Principles and Responsibility for Institutional Policy Development. An estimated timeline for development should be indicated.</i>)

7	Approval to Initiate Institutional Policy Development <i>(Review and approval by the Director, Legal Affairs and Policy Development of the need for the policy and principles. Clarification of principles, as required, suggested additions to principles and approval to initiate institutional policy development. Policy template will be provided.)</i>
8	Policy Drafted <i>(Once approvals are obtained above, initiator of policy or a working group drafts the policy. The policy needs to be a clear and concise statement of expected behaviours, practices and standards.)</i>
9	Policy Review by Director, Legal Affairs and Policy Development <i>(A near to final draft of the policy is given to the Director, Legal Affairs and Policy Development. The Director reviews the policy, the consultation process and determines what further consultations are required, if any. Once all revisions are completed, an implementation plan is developed.)</i>
10	Policy and Implementation Plan Approvals Sought <i>(The Director, Legal Affairs and Policy Development submits the policy and implementation plan for approval to the appropriate body.)</i>
11	Implementation and Communication of the Policy <i>(Once approval is obtained by the appropriate body, the Director, Legal Affairs and Policy Development and the and primary departmental contact will complete the implementation process.)</i>