Standard:	**STD01: STANDARDS FOR COLLEGE POLICIES**
Effective:	2019-04-26
Sponsor:	President
Next Review:	2024-04-26
Approvals:	2013-06-26/SLC-12-15; 2008-05-07/AC-07-07; 2011-02 09/SLC-10-13; 2011-06-08/SLC-10-20; 2013-06-26/SLC-12-15; 2015-01-02/President; 2019-04-26

1. **STANDARD**

A College policy is an optimized position-statement, which is used to comprehensively respond to an existing, new, or emerging risk. Written College policies achieve this outcome through clear, concise statements of purpose, content, characteristics and desired outcomes. The addenda to this standard elaborate these policy elements, describe the format for written College policies and their addenda, and provide a process for policy development and review.

The policy sponsor is responsible for final recommendation to the President of a new or amended policy or for the proposed rescission of a policy. The Policy Secretariat conducts research, compiles drafts, and facilitates implementation of this standard on behalf of the President and Policy Sponsors.

2. **ADDENDA**

Guideline A: PURPOSE, CONTENT, CHARACTERISTICS AND FORMAT OF COLLEGE POLICIES

Guideline B: DEVELOPMENT AND REVIEW OF COLLEGE POLICIES

Form 1: TEMPLATE FOR A COLLEGE POLICY

Form 2: TEMPLATE FOR A COLLEGE POLICY ADDENDUM

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Standard:	STD01: STANDARDS FOR COLLEGE POLICIES
Addendum:	**GUIDELINE A: PURPOSE, CONTENT, CHARACTERISTICS AND FORMAT OF COLLEGE POLICIES**
Issued by:	*President*
Effective:	*2019-04-26*

1. **PURPOSE**

The purpose of this document is to guide the development of clear and consistent written College policies.

2. **PURPOSE OF COLLEGE POLICIES**

College policies are statements of intent designed to achieve explicit goals by:

- Providing clear, concise statements of desired outcomes regarding high-level College matters having broad application;
- Promoting best practices and operational efficiencies;
- Mitigating negative risks or unintended consequences; and
- Maintaining and promoting safe practices.

3. **CONTENT OF COLLEGE POLICIES**

College policies include statements of purpose, standards and desired outcomes that may link to subsidiary material (addenda) such as guidelines, standards, protocols, forms, etc.

4. **CHARACTERISTICS OF COLLEGE POLICIES**

- Have desired outcomes that relate to:
  - Enhancement of the College's vision, mission, strategic goals and initiatives;
  - Promotion of operational efficiencies; or
  - Compliance with relevant legislation and employment contracts; or
- Promote freedom to act and enablement of innovation and collaboration; and
- Are short and simple. The policy itself (exclusive of addenda) does not normally exceed a single page;
- May assign responsibility to College employees and may provide broad direction toward achieving desired outcomes;
- Do not contradict or have substantive overlap with other policies; and
- Require approval by the President or designate, and specify a date for policy review.

5. **POLICY LANGUAGE AND FORMAT**

    - The Policy Secretariat employs a consistent format (see attached forms) and drafts proposed language for each policy and addendum based on input and guidance from the Policy Sponsor and Sponsor-approved sources; and

    - Policy and addendum language use clear, uncomplicated grammar, follow a concise style informed by the College Writing Style Guide, and use meanings informed by the Canadian Oxford Dictionary.

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Standard:	STD01: STANDARDS FOR COLLEGE POLICIES
Addendum:	**Guideline B: DEVELOPMENT AND REVIEW OF COLLEGE POLICIES**
Issued by:	President
Effective:	2019-04-26

1. PURPOSE

The purpose of this document is to outline the process for development and review of College policies.

2. DEFINITIONS

Policy Sponsor: The administrator designated in a policy to lead and be accountable for the development, implementation and review of a policy and its related addenda.

Policy Secretariat: A function assigned to the Strategy division to support Policy Sponsors in the development, review and maintenance of the content of College policies and associated addenda.

Referral Committee: A College committee, like College Council, which reviews a proposed or amended policy. The committee then makes recommendations to the President regarding approval or amendments to the policy. A Referral Committee is not required for every policy.

Policy Review Working Group: A policy focused group appointed by each Vice-President for their area of responsibility.

3. DEVELOPMENT AND REVIEW PROCESS

Fanshawe College policies are developed and reviewed under a process that incorporates the following principles and practices:

- Each Vice-President of the College shall appoint a Policy Review Working Group which shall provide support and guidance to Policy Sponsors as needed during the policy review process and prepare a policy review schedule on an annual basis.
- Policy development or review may be initiated by the President, the Policy Sponsor, the Referral Committee, or the Policy Review Working Group;
- The Policy Sponsor is responsible for completing timely policy development and review in line with the policy's review date, determination of policy objectives, topics and issues, scope of research required, and the nature and extent of feedback solicitation;
- The Policy Secretariat facilitates and supports the policy development and review process;
- The Policy Sponsor and Policy Secretariat jointly develop a work plan and schedule for each policy development or review project;
- Policy development and review are informed, where appropriate, through feedback from the Referral Committee, key stakeholders, expert or professional advice, or research by the Policy Secretariat;
- The Policy Secretariat drafts proposed policy content and any addenda based on the above sources and under the guidance of the Policy Sponsor;
- The Policy Sponsor is responsible for final recommendation to the President of a proposed new policy, a policy amendment or a policy rescission.

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Standard:	STD01: STANDARDS FOR COLLEGE POLICIES
Addendum:	**Form 1: TEMPLATE FOR A COLLEGE POLICY**
Issued by:	President
Effective:	2019-04-26

Policy No. & Title:	**<PolNo: TITLE OF POLICY>**
Effective:	<yyyy-mm-dd>
Next Review:	<yyyy-mm>
Policy Sponsor:	<Title of Sponsor>
Ref Cttee:	<Name of Committee> *[Only included where committee review is required]*
Approvals:	<yyyy-mm-dd/Cte mtg No. or Position>; <yyyy-mm-dd/Cte mtg No. or Position>; …

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1. PURPOSE

The purpose of this policy is to…

2. POLICY

[A brief statement focusing on desired outcomes and context.]

3. REFERENCES

[A list of references. Only include those that are <u>necessary</u> for user understanding or application of the policy.]

4. ADDENDA

[A list of subsidiary documents that are <u>necessary</u> to make the policy work. The purpose of these documents is either to elaborate the policy or to operationalize it. Such documents may include standards, guidelines, procedures, forms, protocols, etc. In the online College Policy Manual, addenda are part of the same document as the policy itself (i.e., addenda are not posted as separate documents).]

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Standard: STD01: STANDARDS FOR COLLEGE POLICIES
Addendum: **Form 2: TEMPLATE FOR AN ADDENDUM TO A COLLEGE POLICY**
Issued by: President
Efffective: 2019-04-26

Policy No. & Title: <PolNo: TITLE OF POLICY>
Addendum: **<Addendum Type & No: ADDENDUM TITLE>**
Issued by: <Title of Issuer>
Effective: <yyyy-mm-dd>

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1. **PURPOSE**

The purpose of this document is to…

[Elaborate or operationalize the Standard.]

2. **TABLE OF CONTENTS**

[If helpful to user.]

3. **DEFINITIONS**

[If helpful to user.]

4. **<TITLE OF FIRST SECTION OF CONTENT>**
[Content of first subsection.]

5. **<TITLE OF SECOND SECTION OF CONTENT>**

6. **…**

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