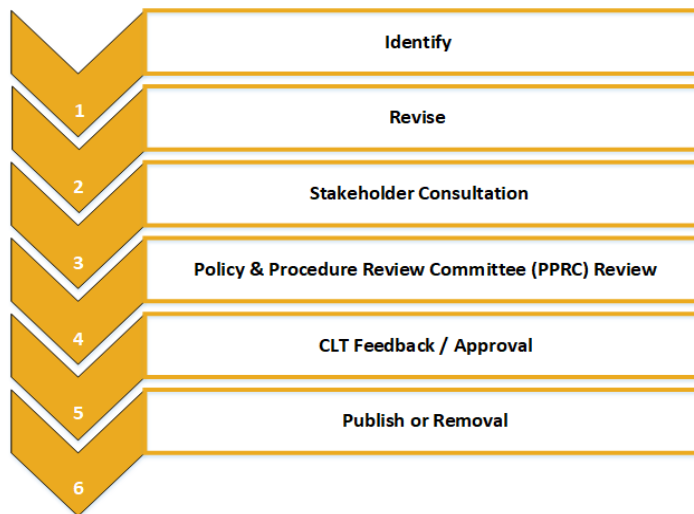# OLDS COLLEGE
OF AGRICULTURE & TECHNOLOGY

POLICY AND PROCEDURE FRAMEWORK

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

Category:	A. General
Parent Policy:	A01
Approval Date:	March 10, 2023
Effective Date:	March 10, 2023
Procedure Owner:	Chief of Staff

Overview:	This procedure governs the development, implementation and review of all Olds College (College) policies and procedures. It ensures that College level policies and procedures are appropriately established and periodically reviewed. 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. The Academic Council (AC) will review and recommend academic policies to the College Leadership Team for approval. The Policy and Procedure Review Committee (PPRC) will review and recommend administrative policies to the College Leadership Team for approval. The PPRC will also review and approve all procedures. The PPRC will be comprised of the Associate VP, Students and Registrar, the Director of Human Resources, the Chief Financial Officer, the Chief of Staff and other Deans or Directors as appropriate to consider the policies and procedures under review.

Procedures:

1. **Phase One: New or Retired Policy or Procedure Identified**
   A need for the creation of or retirement of a policy 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.

   1.1 Identification – Policy or Procedure Needed or to be Retired
   - The Policy & Procedure Owner is responsible to identify:
     - a need for a new policy or procedure or
     - a need to retire an existing policy or procedure
     - an existing policy or procedure in need of renewal.

2. **Phase Two: Create Draft Policy or Procedure or Revise**
   - Policy & Procedure Owner downloads applicable Olds College - Policy Template or Olds College - Procedure Template to populate.
   - Policy & Procedure Owner conducts research and engages subject matter advisors as appropriate to create or revise a draft policy or procedure.

3. **Phase Three: Stakeholder Consultations**
   - Policy & Procedure Owner consults and obtains input for the draft policy or procedure from relevant stakeholders that are directly affected by a new or revised policy or procedure.

4. **Phase Four: Update the Policy or Procedure**
   - Policy & Procedure Owner will consult with College legal resources if necessary to address and resolve legal issues.
   - Policy & Procedure Owner prepares a draft of the policy and brings it forward to the Policy & Procedure Review Committee (PPRC) for administrative policies, or the Academic Council (AC) for academic policies.
   - PPRC or AC reviews the draft policy for alignment with documentation standards and provides advice on the content before determining whether new or revised policies will be submitted to the College Leadership Team (CLT) for review and approval.
   - The Policy & Procedure Owner prepares a final draft of the Policy and submits for review and approval by the College Leadership Team (CLT).

- Policy & Procedure Owner recommends policy retirements to the PPRC or AC for consideration before submitting for review and approval by the CLT.
- All procedures are approved by the PPRC and are then submitted as information to the CLT along with the policy.

5. **Phase Five: Policy or Procedure Approval**
   - The CLT approves the policy as submitted, or approves with changes to be implemented, or rejects the policy.
   - Where applicable, the Policy Owner updates the Policy based on feedback from the CLT.
   - Upon approval, the Policy & Procedure Owner provides the new or revised policy to the Chief of Staff for finalization and uploading on the College website.

6. **Phase Six: Review of Policies and Procedures**
   - Policies and Procedures are to be reviewed at least once every three years. The "next review date" is specified on each individual policy and procedure.
   - PPRC will maintain a master review schedule for all policies and procedures.
     - Information from the master review schedule will be provided annually to each Policy & Procedure Owner so that policies and procedures can be reviewed on a timely basis.
   - Where there are no proposed changes, the PPRC will update the revision history section of the document and seek approval for no proposed changes, as per Phase 4.

Exceptions

The Olds College Leadership Team expects that policy and procedure development follow the approved procedures. There may be rare occasions when the College needs to respond to a situation when time will not permit following the Policy and 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.
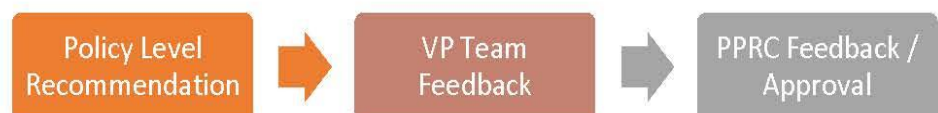
Academic Policy

VPASE Team Recommendation → Academic Council Feedback and/or Recomendation → CLT Approval

Administrative Policy

Policy Owner / Administrator → Policy & Procedure Review Committee → CLT Feedback / Approval

Academic and Administrative Procedures

Policy Level Recommendation → VP Team Feedback → PPRC Feedback / Approval

Definitions:	Policy Creation and Review Policy Post-Secondary Learning Act, Section 81(3) Olds College - Policy Template Olds College - Procedure Template
Related Information:	
Review Period:	3 years
Revision History:	Revised: January 7, 1994 Revised: May 23, 2013 Revised: March 27, 2015 Significant revision: November 20, 2017 - new Policy and Procedure Framework established Reviewed: March 16, 2023 - no changes