CAMOSUN POLICY

POLICY TITLE	Policy Framework
POLICY NUMBER	Number: P-1.1
POLICY TYPE	Governance
APPROVAL DATE	November 4, 2019
APPROVAL BODY	Board of Governors
REPLACES (IF APPLICABLE)	P-1.1 Policy Framework (2002)
LAST UPDATE OR AMENDMENT OR REVIEW DATE	May 12, 2010
NEXT REVIEW DATE	2024
POLICY HOLDER	President
RESPONSIBLE OPERATIONAL LEADER	President
SUPPORTING DOCUMENTS	P-1.1.1 Policy Format Template P-1.1.2 Policy Supporting Document Template P-1.1.3 Directive Template P-1.1.4 Policy Development Plan and Scoping Document Template P-1.1.5 Policy Update and Review Template P-1.1.6 Policy Holders and Approval Bodies Index

POLICY FRAMEWORK

PURPOSE

The purpose of the Policy Framework is to establish the principles that govern the development and maintenance of Camosun College policies. The Policy Framework establishes the values, principles, and processes for development, approval, communication, and implementation of Camosun College (referred to as "Camosun" or "the College") policy.

POLICY APPLICATION AND SCOPE

Camosun College adheres to all applicable federal, provincial, and municipal legislation and enactments, and all College policies must be established in compliance with all relevant legislation. This policy applies to all members of the College community who are involved in the development and maintenance of College policies as well as to College-wide policies approved by the Board of Governors and Education Council. The Policy Framework also applies to all policy-informed directives, procedures, requirements, standards, and practices approved or implemented at the College- and unit-level.

As the College reviews existing policies, they will be modified accordingly to adhere to this Policy Framework.

This policy is not intended to interfere with related legislation nor the rights and obligations specified in current collective agreements. Where collective agreements include specific language regarding this policy, the collective agreement language will prevail.
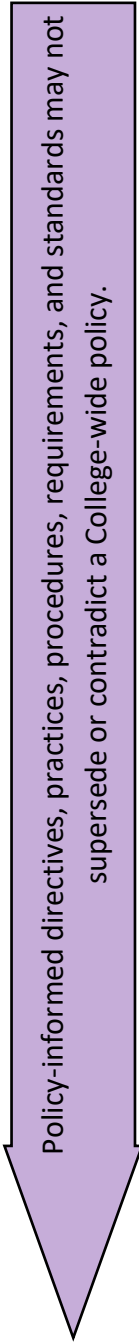
DEFINITIONS

1. **Policy**: Approved documents that guide or direct practice and conduct on essential or critical College matters. Policy is approved by the Board of Governors and/or Education Council.

2. **Policy Types**: The two policy types are "Governance" and "Educational."

3. **College-Wide Policy**: Policy applicable to all schools, departments, units, and employees across the College. College-wide policy is established pursuant to the *College and Institute Act*. Colloquially and in this document, these may also be referred to as "College policy." The two types of College-wide policies are "Governance" and "Educational".

4. **Governance Policy**: College-wide policy that pertains to the College's values and principles, institutional goals and accountabilities, financial health, external relations, and legislative and regulatory requirements. Governance policy is approved by the Board of Governors.

5. **Educational Policy**: College-wide policy that pertains to the College's curricula and academic standards. Educational policy is approved by Education Council.

6. **College-Wide, Policy-Informed Directives**: Approved documents that pertain to the overall functioning of the College, support the operationalization of College policy, direct practice, and establish responsibility and accountability for required action within the mandate of the President and/or College Executive Team (CET). These directives may include procedures, requirements, and compliance with College-wide standards. CET, which includes the President, may approve directives, procedures, requirements, and standards for the College, provided they are in alignment with College-wide policies and the College's Policy Framework. CET will include directives in their reports to the Board of Governors and Education Council.

7. **Unit-Level, Policy-Informed Procedures, Requirements, and Standards**: Policy-informed procedures, requirements, and standards are applicable to specific units (schools and/or departments) and may include the following:
   a. support operationalization of College-wide policy and College-wide, policy-informed directives;
   b. outline step-by-step processes; and/or
   c. establish unit-level practices.

Schools and departments may establish procedures, requirements, and standards applicable to their respective unit's operations, provided they are in alignment with College-wide policy, College-wide, policy-informed directives, and the College's Policy Framework. Policy-informed procedures, requirements, and standards are approved by any of the following: Vice Presidents, Deans, Directors, and the Registrar. Colloquially, these may also be referred to as codes, processes, protocols, guidelines, etc. Policy-informed procedures, requirements, and standards may be articulated through official College documents, instructions, and/or forms housed at the school or department level.

Note that certain departments may need to use the term "policy," as a communication tool, to refer to the department's procedures, requirements, and standards where there is an operational need to provide clarity.

8. **Unit-Level, Policy-Informed Practice**: Unit-level practices that are enacted at a local level and are specific to programs, divisions, schools, and/or departments. Policy-informed practices may exist as local requirements or guidelines, or as best practices in the context of a specific program or division. Policy-informed practices may include guidelines and user guides that support operationalizing College-wide policy, College-wide, policy-informed directives, and unit-level, policy-informed procedures, requirements, and standards. While policy-informed practices may exist in the absence of superseding policy, they cannot contravene College policy or any policy-informed directives, procedures, requirements, and standards. Policy-informed practices do not require formal approval but do require appropriate administrative oversight.

9. **Approval Bodies**: Governance and administrative bodies and positions accountable for setting and approving College-wide policies and policy-informed directives. Board of Governors, and Education Council approve College-wide policies. The College Executive Team approves policy-informed directives.

10. **Holder**: A Holder is a member of the College Executive Team who provides oversight and accountability for College-wide policies within their respective portfolio. Members of the College Executive Team are also Holders of College-wide directives.

11. **Responsible Operational Leader**: The Responsible Operational Leader is accountable for overseeing the detailed processes and procedures that enact and implement a policy and its corresponding procedures, requirements, and standards reviewing. The Responsible Operational Leader also ensures conformity and compliance with policy and acts as the administrative contact for a policy. The College Executive Team assigns the Responsible Operational Leader to a policy if and where appropriate.

12. **Supporting Document**: Any document that aids in the operationalization, further articulation, additional clarification and/or implementation of a policy. These may include but are not limited to guidelines, instructions, detailed procedures, and appendices related to the policy and terms of reference. Supporting documents may also include forms and templates. Renewal and updating of supporting documents does not need formal approval but does require appropriate administrative oversight. Supporting documents are de facto extensions of policies and must be followed.

CAMOSUN POLICY

Applicable Federal, Provincial, and Municipal Legislation and Bylaws				
Policy-informed directives, practices, procedures, requirements, and standards may not supersede or contradict a College-wide policy.	College-Wide Policy	**GOVERNANCE POLICY**	Board Governance College-wide values, principles, and priorities Institutional goals and accountabilities Financial health External relations Legal and regulatory compliance	Board of Governors	Approval Bodies
		EDUCATIONAL POLICY	EdCo governance Curricula and academic standards	Education Council (EdCo)	
	College-Wide	**POLICY-INFORMED DIRECTIVES**	May support operationalizing of College policy Directs practice and establishes responsibility and accountability within President's mandate	College Executive Team (CET)	
	Unit	**POLICY-INFORMED PROCEDURES, REQUIREMENTS, AND STANDARDS**	Legal and regulatory compliance within specific schools and departments Step-by-step processes Program requirements Instructions and forms	Vice Presidents, Deans, Directors, and/or Registrar	No formal approval but requires appropriate management oversight
		POLICY-INFORMED PRACTICE	Guidelines, user guides, and/or local documents Best practice Not required but encouraged Applicable at a local level	Schools, Departments, and/or Programs	

PRINCIPLES

1. **Congruence with Legislation and Values**
   Camosun College policy reflects the mission, values, and strategic goals of the College and is in congruence with applicable federal, provincial, and municipal legislation and bylaws. College policies are also in congruence with each other; align across multiple levels of governance, policy, directives, procedures, requirements, standards, and practices; and are consistent with the powers and duties of the Board of Governors, Education Council, the President, and the College Executive Team.

2. **Needs-Based to Support Students and Employees**
   Policy is developed and reviewed based on priority needs of the College and addresses essential or critical matters within the College mandate. Our policies strive to advance students' educational and employees' professional experiences at the College.

3. **Supporting Indigenization**
   The policy development process is in alignment with our commitment to Indigenization and seeks to increase Indigenous voice, advice, and decision making. When operating within territories under Indigenous governance, application of our policies and practices will strive to respect local Indigenous laws and traditions.

4. **Commitment to Community Engagement and Collaboration in Policy Development**
   Policy is developed transparently with appropriate levels of engagement and meaningful collaboration with the College community, including students and employees. Through engagement and collaboration, the College seeks to reflect the views and experiences of the College community. Where appropriate, engagement may include external community members, organizations, experts, and professionals.

5. **Availability, Visibility, and Accessibility**
   College-wide policies and College-wide directives will be available exclusively through the Camosun College Policies and Directives website. The College community will be notified of policy approvals and amendments through appropriate messaging systems. Unit-level, policy-informed procedures, requirements, standards, and practices will be communicated appropriately at the discretion of the President, Vice Presidents, Deans, Directors, and the Registrar.

6. **Implementation and Communication**
    With oversight and guidance from the designated Policy Holder/Directive Holder, implementation and communication of approved policy will be the responsibility of workplace leaders.

STANDARDS FOR POLICY APPROVALS

POLICY APPROVAL BODIES FOR COLLEGE-WIDE POLICY

1. **Board of Governors**
    The Board of Governors approves Governance policy as follows:
    a. Board governance policies that describe how the Board will govern itself while governing the organization;
    b. College-wide values, principles, and priorities;
    c. institutional goals and accountabilities;
    d. financial health;
    e. external relations;
    f. strategic plans, projects, and College-wide initiatives; and
    g. compliance with College-wide legislative and regulatory requirements, which may include policy that is operational in nature.

2. **Education Council (EdCo)**
    Education Council approves Educational Policy in areas defined by sections 23 and 24 of the College and Institute Act, including policy related to College curricula and academic standards.

In specific cases, policies may be jointly approved by the Board of Governors and Education Council.

APPROVAL BODIES FOR COLLEGE-WIDE DIRECTIVES

1. **College Executive Team (CET)**
    CET approves College-wide directives within the mandate of the President.

See Policy Holders and Approval Bodies Table to identify the Policy Holder and policy approval body for each College-wide policy.

ADMINISTRATIVE OVERSIGHT FOR UNIT-LEVEL, POLICY-INFORMED PROCEDURES, REQUIREMENTS, STANDARDS, AND POLICY-INFORMED PRACTICES

1. **Vice Presidents, Deans, Directors, and Registrar**
    Vice Presidents, Deans, Directors, and the Registrar provide oversight for policy-informed procedures, requirements, and standards.

2. **Schools, Departments, Programs, and Divisions**
   Policy-informed practices do not require formal approval. However, policy-informed practices do require appropriate administrative oversight.

STANDARDS FOR COLLEGE-WIDE POLICY UPDATES, AMENDMENTS, AND REVIEW

COLLEGE-WIDE POLICY UPDATES/AMENDMENTS

Policies and policy-informed directives may need to be updated and amended from time to time to meet the College's goals and needs. Updates and amendments can be made by the Policy Holder or by a designate within the Policy Holder's area of responsibility. Once College-wide policies and policy-informed documents are updated, they are forwarded for approval by the applicable Approval Body.

Changes to College-wide policy and policy-informed directives will be communicated, as appropriate, to the College community.

Minor updates and revisions to College-wide policy and policy-informed directives that do not change the intent and requirements and do not have a significant impact on users may be made by a Policy Holder/Directive Holder (or their designate) without a formal approval process. Examples include changes to names and contact information; updates to reflect changes to referenced links; grammar and spelling errors; and document information changes (e.g., document title). At the discretion of the Policy Holder/Directive Holder and/or Responsible Operational Leader, minor updates and revisions may be communicated to the College community.

Updates and revisions to supporting documents do not require formal approval but require appropriate administrative oversight by either the Policy Holder/Directive Holder or the Responsible Operational Leader.

COLLEGE-WIDE POLICY REVIEW

College-wide policy will include a "Review By" date indicating when the policy and its applicable policy-informed directives are to be reviewed. Typically, policies will be reviewed at least every five (5) years. More frequent review of specific policies and policy-informed directives may be required to meet legal or regulatory requirements.

A review of College-wide policy and policy-informed directives is initiated by the Policy Holder/Holder, who may delegate responsibility for review of a policy and may seek assistance from members of the College community.

Once a review has been completed and if changes are required, the College-wide policy and/or policy-informed directives will undergo appropriate and applicable steps for approval by the Approval Body.

RELATED LEGISLATED REFERENCES

- British Columbia College and Institute Act

RELATED CAMOSUN WEBSITE

- Camosun College Policies and Directives