



College Policy

Revised: May 4, 2016
Last Revision/Review: March 9, 2016
Approved: March 21, 2005
Executive Responsibility: President

POLICY GROUP: NC100 - General Administrative

POLICY TITLE: Meta Policy - Policies & Procedures

A. Background and Definitions

Carefully developed and well-constituted policy statements provide a framework for consistent decision-making across the College. New or revised policy will be required to respond to changes in the College or its environment.

College Policy: the approved formal guidance on activities or issues throughout the institution. Policy statements will have widespread application, indicating the “what” and “why” for major operational issues. All College Policy shall be approved by the Executive Team except those which the Board of Governors has reserved to itself, or those requiring approval of the Board under Ministry policy or legislation.

College Procedure: the approved operational processes identifying “who”, “how” and “when” to undertake activities to implement the College Policy. The College Procedure will include the steps, forms and timelines required to allow and support the execution of the College Policy by students or members of the Public.

Staff Policy: the approved guidance on activities or issues for areas related to staff. Policy statements will follow a policy framework but may contain sufficient procedural steps to allow a staff member to exercise the policy. Staff policies shall be approved by the Executive Team except those which the Board of Governors has reserved to itself, or those requiring approval of the Board under Ministry policy or legislation.

Staff Procedure: the operational processes identifying “who”, “how” and “when” to undertake activities to implement the related Staff Policy. The Staff Procedure will include the steps, forms and timelines required to allow and support the execution of the Policy by staff.

B. Purpose

The purpose of this policy is to standardize the process for creating and updating College Policies and College Procedures.

C. Policy Statements

1. College Policies and College Procedures are to be posted on the college website and made available to students and the public. Staff Operating Procedures are to be available to staff on an “intranet” site, available after log-in.



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**Attachment B
Procedure Template**

Revised: Last date
Approved: Original Approval Date

PROCEDURE TITLE: Unique name of the College Procedure

RELATED POLICY: Related College Policy

A. Definitions

As required

B. Procedure Purpose

The purpose of the procedure.

C. Procedure Statements

1. The Policies and Procedures will be classified according to the following Classification System:
 - a. NC100 – General Operations
 - b. NC200 – Information Technology
 - c. NC300 – Finances & Purchasing
 - d. NC400 – Advertising; Marketing and Promotion; Commercial Activities
 - e. NC500 – Health, Safety & Security
 - f. NC600 – Human Resources
 - g. NC700 – Academic Standards and Quality
 - h. NC800 – Student Records, Rights & Responsibilities
 - i. NC900 – Applied Research
2. All new and revised Policies shall be formatted and completed utilizing the Policy Template (Attachment A).
3. All new and revised Procedures shall be formatted and completed utilizing the Procedure Template (Attachment B).
4. The official version of all Policies and Procedures shall be the version posted on the Niagara College web site or College Intranet by the Committee Secretary, in PDF format.
5. All documents should be posted within one (1) week of approval.
6. The committee secretary will request a notice in the Campus Update to inform the college community of revisions to Policy or Procedures. Additional communication plans may be developed by the Committee Chair and Marketing and Recruitment if appropriate.

D. Forms

As required.