


## POLICY & PROCEDURE DEVELOPMENT POLICY

<b>SECTION/ADMINISTRATIVE RESPONSIBILITY:</b> Governance/Office of President	
<b>EFFECTIVE DATE:</b> May 21, 2014	<b>REPLACES:</b>
<b>REVISION/REVIEW DATE:</b> April 2014	<b>APPROVAL DATE:</b> May 21, 2014
<b>LATEST APPROVAL:</b> May 21, 2014	
<b>NEXT REVISION:</b> April 2015	<b>ARCHIVED:</b>
<b>APPROVING AUTHORITY:</b> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 20px;">  <p style="text-align: right;">Original signed by Chair of Board of Governors</p> </div>	

**INTENT:**

The Board is committed to the highest standards of practice and process in the conduct of its duties and responsibilities. The Board will foster an environment of compliance and seek for the institution to adopt methods of best practice when dealing with all administrative matters.

**SCOPE:**

This policy describes the internal process and practices for the management and development of ACAD's policies and procedures.

**POLICY:**Policy Development

1. The Board and/or President + CEO, in association with the College's senior administrative leaders, will initiate the development, revision or repudiation of ACAD's policies.

Note: This should not be seen as precluding initiatives by others but rather at ensuring the process is sanctioned by those names above.

2. New or revised ACAD policies will:
  - Obtain approval pursuant to the Post-Secondary Learning Act of Alberta.
  - Be compliant to government legislation and regulation.
  - Be developed or revised according to set ACAD procedure allowing for due diligence and transparency.
  - Involve consultation with stakeholder prior to development or revision.
  - Formally identify the appropriate signing authority for the policy, being The Board.
  - Not contradict or oppose any other ACAD policies.
  - Be published and communicated in a consistent and accessible format to the public and ACAD community.
  - Make reference as appropriate to internal relevant material and documentation.

- Unless otherwise directed polices will be reviewed and updated every 5 years.

### Procedure Development

1. The President + CEO and/or senior administrative leaders are responsible for initiating the drafting, revising or rescission of all departmental procedures.

Note: This should not be seen as precluding initiatives by others but rather at ensuring the process is sanctioned by those names above.

2. Communication and ensuring compliance of ACAD procedures is the direct responsibility of senior administrators or their nominated delegate.
3. New or revised ACAD procedures will:
  - Be published and communicated in a consistent and accessible format to the ACAD community.
  - Be formally approved and identify the appropriate signing authority, being the President + CEO.
  - Be drafted, revised or rescinded in accordance with ACAD procedures.
  - Not contradict or oppose other ACAD procedures, but may reflect more detailed requirements to the ACAD community.
  - Be in accordance with ACAD and government regulations, by-laws and directives.
  - Unless otherwise directed procedures will be reviewed and updated every 3 years.

**DEFINITIONS:**

**ACAD Community** – means persons associated with the University and includes:

- Members of the Board of Governors
- Employees including, The President + CEO, Vice Presidents, Directors, Managers, all faculty including sessionals & visiting faculty, management exempt, AUPE.
- Researchers
- Volunteers
- Students
- Others who are performing activities at the College, including consultant, vendors and contractors.

**ACAD Policies** – means policies that apply to members of the College Community in general or are associated in anyway with any of the College’s schools, departments, or administration.

**ACAD Procedures** – refer to set processes that relate to ACAD Policies.

**College** – refers to Alberta College of Art and Design.

**Senior Administrative Leaders** – refers to College administrators within the executive team or other senior positions delegated the responsibility from the executive.

**Signing Authority** – refers to the individual or entity with the authority to approve a Policy or Procedure.

**The Board:** refers to ACAD’s Board of Governors.

**REFERENCE:**

ACAD Board of Governors Mandate

ACAD Comprehensive Institutional Plan June 30, 2013

ACAD Strategic Plan for the Future 2012-2020

Board of Governors’ Terms of Reference

*Post-Secondary Learning Act (PSLA) 2003*