
PARENT BYLAW: Not Applicable

PARENT POLICY: B.02 *Policy Development*

The following procedures are established to meet the requirements for implementing Aurora College policy B.02 *Policy Development*.

1 SCOPE

- 1.1 These procedures apply to developing the policies dealing with the administration of Aurora College; the bylaws regulating student conduct, academic standards, loss of privileges by a student, and expulsion from Aurora College; and the procedures that supplement the policies and bylaws. These procedures do not apply to the development of documents that govern the operation of the Aurora College Board of Governors.

2 REQUESTING BYLAW, POLICY, AND PROCEDURE DEVELOPMENT

- 2.1 Send requests for new policies to the Manager, Policy Development and Institutional Research (Manager, PDIR).
- 2.2 Send requests for changes to existing bylaws and policies to the Manager, PDIR.
- 2.3 Send requests for changes to procedures to the person responsible for the policy's procedures, as written in the policy, or to the Manager, PDIR.
- 2.4 The Manager, PDIR uses the Framework for Policy Assessment, consults with the Vice President, Education and Training (VP, E&T), and adds the request to the Policy Development Schedule.

3 RESEARCHING AND WRITING

- 3.1 The Manager, PDIR
- i. Researches other institutions' policies, as needed;
 - ii. Consults with staff, students, people with specialized knowledge, etc.;
 - iii. Gets direction from the College's senior leadership;
 - iv. Writes new or revised bylaws and policies; and
 - v. Writes new or revised procedures that are not division-specific.
- 3.2 The person responsible for division-specific procedures (usually a vice president or the Director of Finance / Chief Financial Officer) oversees the writing and revising of division-specific procedures.
- 3.3 The Manager, PDIR helps the divisions, as requested, develop and revise procedures.

4 REVIEWING

- 4.1 The Manager, PDIR works with the Policy Working Committee to review and get comments on draft bylaws, policies, and procedures (see *Policy Working Committee – Terms of Reference*).

- 4.2 The Manager, PDIR asks the President to initiate legal review of documents, as needed, before moving them forward for approval by the Board of Governors.

5 APPROVAL OF BYLAWS

- 5.1 The Manger, PDIR writes the briefing notes and sends the bylaws to the VP, E&T.
- 5.2 The VP, E&T reviews and sends the briefing notes and bylaws to the Board of Governors with a recommendation for approval.
- 5.3 After the Board of Governors recommends approval, the Chair of the Board of Governors sends the bylaws to the Department of Education, Culture, and Employment for the Minister to sign.

6 APPROVAL OF POLICIES

- 6.1 The Manger, PDIR writes the briefing notes and sends the policies to the VP, E&T.
- 6.2 If the changes are minor, the VP, E&T reviews and sends the briefing notes and policies to the President for approval.
- 6.3 If the changes are major, the VP, E&T reviews and sends the briefing notes and policies to the Board of Governors for approval.

7 APPROVAL OF PROCEDURES

- 7.1 For division-specific procedures, the head of the division (a vice president or the Director of Finance / Chief Financial Officer) writes the briefing notes and sends the procedures to the President for approval.
- 7.2 For procedures that are not division-specific, the Manger, PDIR writes the briefing notes and sends the procedures to the VP, E&T.
- 7.3 The VP, E&T reviews and sends the briefing notes and procedures to the President for approval.

8 IMPLEMENTATION

- 8.1 The Manager, PDIR:
- i. Updates the bylaws, policies, and procedures on SharePoint;
 - ii. Tells all staff and students about the updates;
 - iii. Sends a copy of the bylaws and policies to ECE;
 - iv. Makes sure the bylaws, policies, and procedures are updated on the College's website;
 - v. Sets up information sessions or training when there are major changes.

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- 8.2 For division-specific procedures, the head of the division:
- i. Updates the procedures on SharePoint;
 - ii. Tells staff and students about the updates, as appropriate;
 - iii. Makes sure procedures used by students and the public are updated on the College's website;
 - iv. Sets up information sessions or training when there are major changes.

9 RELATED MATTERS

- 9.1 References to Aurora College staff members in authority (for example the President, Director of Finance/CFO, or vice presidents) may include a designee acting on her or his behalf.

RELATED POLICIES:

B.01 *Purpose and Structure of the Policy and Procedures Manual*

RELATED PROCEDURES:

Policy Working Committee – Terms of Reference

FACT SHEET

DATES:

2018-12-07

Procedure drafted from Policy B.02 *Policy Development* (November 2010).

Approved by Interim President: Jeff O'Keefe

Implemented: 2018-12-07

APPROVED

PRESIDENT:

DATE:



December 7, 2018