

# AURORA COLLEGE

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## **POLICY**

Aurora College shall deliver college-wide initiatives in consultation with the three campuses and the research institute.

## **PRINCIPLES**

1. Aurora College believes in utilizing all modes of delivery including distance, and multi site initiatives which shall meet the needs of all people and communities in the Northwest Territories.
2. The College encourages all staff to be entrepreneurial in working with all clients/partners in delivering programs/services throughout the Northwest Territories.
3. The College staff must be sensitive and responsive to partners/clients needs.

## **PROCEDURES**

1. The program manager will complete the Third Party Project Initiatives Checklist. (see B.13/B.15) (see Appendix)
2. The program manager will consult other campuses, research institute, clients and partners where appropriate to ensure uniform development, marketing, delivery and evaluating of the program/services. (see Appendix)
3. Budgets will be loaded at the campus where the delivery is taking place. Signing authorities for these budgets will only be exercised by authorized staff at the campus where the delivery is taking place and by selected head office staff. The only exceptions to this will be where written authorization is provided by the host campus to have spending authorities from another campus authorize payments. Exceptions require the approval of the Bursar.
4. Student enrollment will be accounted for at each campus. Registrars at each campus are solely responsible for receiving applications, registering students and entering marks for students attending courses in communities under jurisdiction of the campus.

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5. Specialty staff at other campuses who receive requests for travel authorization should
  - Request approval from immediate supervisor
  - Code all travel and other expenses to the delivery campus
6. Contracts for program delivery must be approved and signed off by the campus where the program is being delivered. These contracts may, however, be negotiated with the assistance of the specialty staff at the remote campus. Role and responsibilities of appropriate campuses/institute/partners should be clarified prior to the negotiation process. Specialty staff at the remote campus do not have authority to enter into binding contractual arrangements. (see Appendix)
7. The order and purchase of textbooks is the sole responsibility of the delivery campus. Information from the specialty staff that would facilitate ordering should be forwarded on a timely basis to permit the receipt of material prior to the course delivery date.
8. The ordering of materials and supplies for the programs is the sole responsibility of the delivery campus. Again, in the situation where the specialty staff at a remote campus are aware of certain materials that are required for the program, this information should be forwarded to facilitate ordering.
9. The hiring of term, permanent or casual staff must be approved by the delivery campus. Where specialty staff have been involved in the recruitment process there must be proper coordination between the two campuses.
10. The director and program manager of the delivery campus shall ensure the quality and standards of the program delivery.
11. The Director of Policy & Programs, in consultation with the director/program manager of the delivery campus and appropriate curriculum/advisory committees, will ensure the quality and standards of the program curriculum.

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### Roles and Responsibilities

<b>Role</b>	<b>Host Campus</b>	<b>Specialty Campus/HQ</b>	<b>Partner</b>
Specific Delivery & Design	Responsible	Collaborate	Collaborate
Proposal writing	Responsible	Collaborate	Collaborate
Project contract	Responsible	Collaborate	Collaborate
Course scheduling	Responsible	Collaborate	Collaborate
Program promotion	Responsible		Support
Steering committee	Responsible	Support	Support
Staffing	Responsible	Advise	Advise
Program standards	Responsible	Responsible	N/N
Student selection	Responsible	Collaborate	Advise
Administer entrance exams	Responsible		
Student services	Responsible	N/A	Collaborate
Student records	Responsible	Support	N/A
Program Delivery	Responsible	Advise	Advise
Evaluates & Reporting	Responsible	Collaborate	Advise
Office & Instructors	Responsible	N/A	Support
Classroom	Responsible	N/A	Support
Budget	Responsible	Collaborate	
Expenditures	Responsible	Collaborate	
Casuals	Responsible	Advise	Advise
Support materials	Responsible	Advise	Support
Housing	Responsible	N/A	Support
Travel – student	Responsible	N/A	Support
Travel – instructor	Responsible	N/A	Support
Student evaluation	Responsible	Advise	N/A
Advisory committee	Support	Responsible	Support
Curriculum committee	Support	Responsible	N/A
Provide Feedback to Client	Responsible	Collaborate/ Feedback	
Revision/Development of Course	Responsible	Support/Advise	Collaborate
Program Evaluation Content	Support	Responsible	Advise
Program Delivery Evaluation	Support	Responsible	Collaborate
Transfer Agreement	Collaborate	Responsible	Advise

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## CONTRACT SUMMARY/CHECKLIST

\*\*MUST BE COMPLETED FOR EACH 3<sup>RD</sup> PARTY SUBMISSION\*\*

### STEP 1 CONTRACT ORIGINATOR

CONTRACT NAME: \_\_\_\_\_

CAMPUS: \_\_\_\_\_ DELIVERY LOCATION: \_\_\_\_\_

FUNDING SOURCE: \_\_\_\_\_ GNWT DEPARTMENT OF \_\_\_\_\_

OTHER (SPECIFY) \_\_\_\_\_

CONTRACT AMOUNT: \_\_\_\_\_ DURATION: \_\_\_\_\_

COMPLETE PROJECT/UNIT REQUEST FORM, SIGNED OFF BY REGISTRAR  
COURSES TO BE OFFERED – ATTACH PAGE 3 OF APPROVED PROGRAM  
OUTLINE OR DRAFT PROGRAM/COURSE OUTLINE

DOES THIS CONTRACT COVER: \_\_\_\_\_ TUITION \_\_\_\_\_ BOOKS \_\_\_\_\_ ALLOWANCES  
\_\_\_\_\_ ROOM/BOARD RENT

\_\_\_\_\_  
NAME DATE

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### STEP 2 REGISTRAR & FINANCE OFFICER

SRS INFORMATION: PROGRAM # \_\_\_\_\_ MV UNIT CODE \_\_\_\_\_

COURSE SECTION IDENTIFIERS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SUBMISSION CHECKLIST

1. \_\_\_\_\_ CONTRACT SIGNED \_\_\_\_\_ CONTRACT SENT TO 3<sup>RD</sup> PARTY RECIPIENT
2. \_\_\_\_\_ CONTRACT > \$30,000 REQUIRES COSTING REVIEW AND SIGNATURE BY BURSAR
3. \_\_\_\_\_ FC SUBMISSION IF MORE THAN \$5,000 \*ENSURE FC DATES/AMOUNTS REFLECT FISCAL YEAR(S) AND CONTRACT AMOUNT
4. \_\_\_\_\_ CONTRACT ADMIN REVENUE = \$ \_\_\_\_\_, % OF CONTRACT = \_\_\_\_\_  
\*IF CONTRACT ADMIN REVENUE IS LESS THAN 5% OR MORE THAN 15%  
THE CONTRACT REQUIRES BURSAR APPROVAL PRIOR TO SIGNING
5. \_\_\_\_\_ PROJECT COSTING SHEET (2 COPIES)
6. \_\_\_\_\_ PROJECT REQUEST FORM PROJECT CODE: \_\_\_\_\_
7. \_\_\_\_\_ COMPLETED BUDGET VOUCHER HQ BV#: \_\_\_\_\_
8. \_\_\_\_\_ BILLING RESPONSIBILITY: CAMPUS \_\_\_\_\_ HEAD OFFICE \_\_\_\_\_
9. \_\_\_\_\_ INVOICE FREQUENCY: \_\_\_\_\_ MONTHLY \_\_\_\_\_ QUARTERLY \_\_\_\_\_ CONTRACT END
10. \_\_\_\_\_ CUSTOMER # \_\_\_\_\_

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FINANCE OFFICER DATE REGISTRAR DATE

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