Policy Name	**Policy Development**		
Policy #	**B.02**	Category	**Governance and Organization**
Approving Jurisdiction	**Board of Governors**	Replaces	**2018-12-07**
Administrative Responsibility	***Division or Area that is responsible for the policy***	Version	**2021-04-22**
Procedures Approved by	**President**	Next Review Date	***See Policy Review Date or as needed***

See the related POLICY B.02 Policy Development

DEFINITIONS

Not Applicable

PROCEDURES

These procedures describe the process Aurora College is following to develop its academic and administrative policies and procedures in the short term. These procedures will be updated as needed in response to legislative and other changes related to the transformation from a college to a polytechnic university.

Transformation Related Policies - Policy Development

1.0   Identification of Policies for Development:
  1.1   Policy gap is identified by the Aurora College Transformation (ACT) team.
      1.1.1   ACT Team assigns policy to a working group.
      1.1.2   Working group co-chairs assign policy to a project team.

  1.2   Policy gap is identified by project team or working group.
      1.2.1   Project team notifies working group of need to revise or create policy.
      1.2.2   Working group co-chairs communicate and seek direction as appropriate within the framework of the ACT.
      1.2.3   Working group co-chairs assign policy to a project team.

2.0 **Drafting and Editing:**
   2.1 Project team researches, writes, and revises draft policies using the approved templates.
   2.2 The Manager or members of the Policy Working Committee, if available, provide support to project team (answer questions, identify existing or related policies, etc.).

3.0 **Consulting:**
   3.1 Project team actively solicits feedback from affected divisions.
   3.2 Project team discusses with working group co-chairs regarding the need to share with Executive Leadership Team – Aurora College Transformation (ELT-ACT).
   3.3 Project team sends the draft policy to the Manager, who posts it on SharePoint and sends all staff email advising of opportunity to comment and providing link to project team leader.
   3.4 Project team reviews feedback and revises draft policy as needed.
   3.5 Project team sends final draft to the Manager for final review (formatting, consistency with other policies, etc.) by Policy Working Committee (PWC).[1]
   3.6 Manager sends policy back to project team.

4.0 **Approval:**
   4.1 Project team completes Aurora College ELT-ACT Decision form.
   4.2 Working group co-chairs forward to the ELT-ACT for endorsement.
   4.3 The President forwards to the Board of Governors for approval.

5.0 **Implementation and Communication:**
   5.1 The Executive Assistant to the President sends approved policy to the Manager.
   5.2 The Manager updates administrative information on the policy.
   5.3 The Manager notifies all Aurora College employees via email; posts the policy on SharePoint; and ensures the policy is posted to the Aurora College website.
   5.4 The Manager retains previous versions of the policy.

Non-Transformation Related Policies - Policy Development

6.0 **Identification of Policies for Development:**
   6.1 Individual makes a request to the Manager, Policy Development and Institutional Research (the Manager) or senior leadership identifies a policy gap.
   6.2 The Manager consults with senior leadership (ELT) to determine priority of requests.

7.0 **Drafting and Editing:**

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[1] The Manager and the PWC may recommend that the policy be sent for legal review at this stage.

7.1 The Manager or person(s) with subject expertise researches, writes, and revises the draft policy.

8.0 Consulting:
8.1 The Policy Working Committee actively solicits feedback by sending draft policies out for comment.
8.2 The Policy Working Committee reviews feedback and the Manager revises the draft policy as needed.

9.0 Approval:
9.1 The Manager prepares a briefing note for the Executive Leadership Team (ELT).
9.2 The Manager forwards the policy and briefing note to the Vice President, Education and Training who presents it to the ELT for endorsement.
9.3 The President forwards to the Board of Governors for approval.

10.0 Implementation and Communication:
10.1 The Executive Assistant to the President sends the approved policy to the Manager.
10.2 The Manager updates the administrative information on the policy.
10.3 The Manager notifies all Aurora College employees via email; posts the policy on SharePoint; and ensures the policy is posted to the Aurora College website.
10.3 The Manager retains previous versions of the policy.

Development of Procedures

11.0 Identification, Drafting, Editing, and Consulting:
11.1 The team or person that develops a policy that will be implemented immediately is responsible for writing the related procedures.
11.2 Use the same steps, outlined above, that were used to develop the policy.
11.3 The team or person that develops a policy that will not be implemented immediately is responsible for writing the related procedures or writing an outline, if enough information is available. (Note: it may not be possible to write a detailed procedure until organizational structure and position titles are confirmed.)

12.0 Approval:
12.1 Follow the same initial steps (4.1 and 4.2 or 9.1 and 9.2) as used for policy approval.
12.2 ELT-ACT or ELT sends the procedure and the outcome to the Executive Assistant to the President.
12.3 The Executive Assistant to the President prepares a Record of Decision form.
12.4 The Executive Assistant to the President sends the procedure and the Record of Decision form to the President for approval.
12.5 The Executive Assistant to the President logs the Records of Decision.

13.0   Implementation and Communication:

    5.1   The Executive Assistant to the President sends the approved procedure to the Manager.

    5.2   The Manager updates administrative information on the procedure.

    5.3   The Manager notifies all Aurora College employees via email; posts the procedure on SharePoint; and ensures the procedure is posted to the Aurora College website.

RELATED DOCUMENTS

AC Policy and Procedures Formatting Guide

AC Policy Template

AC Procedures Template

Aurora College ELT-ACT Decision form

Policy Working Committee Terms of Reference