

POLICY STATEMENT

Policy Name	Policy Development		
Policy #	B.02	Category	Governance
Approving Jurisdiction	Board of Governors	Replaces	2018-11-29
Administrative Responsibility	VP, Education and Training	Version	2024-07-01
		Next Review Date	To Be Determined

See the related PROCEDURES (Link to be added when posted.)

PURPOSE

The Policy Development Framework establishes processes and standards for development of Aurora College policies and procedures. The framework ensures that policies are relevant and consistent with other institutional policies, legislation and regulations.

SCOPE AND LIMITS

The Policy Development Framework applies to:

1. the policies that govern the Board of Governors, the Academic Council, the Indigenous Knowledge Holders Council, and the institution; and
2. all members of the Aurora College Community involved in the development or administration of policies.

POLICY STATEMENT

Aurora College applies a common framework to the development of all new or review of any existing policies and procedures.

Aurora College provides clear direction on policy development including initiation, consultation, review, approval, implementation and retirement, in order to ensure consistency, quality, and adherence to the goals of the institution.

Guiding Principles

1. The policy development process should be an open and inclusive process, with input from those affected.

General

1. Aurora College's policies should:
 - state the institution's position on issues that have institution-wide implications;
 - reflect and uphold the institution's values, vision, mission, and strategic direction;
 - promote consistent and fair practices;
 - provide guidance on decision-making;
 - inform the college community of roles, responsibilities, and expectations;
 - set appropriate standards and restraints;
 - ensure compliance with legal or regulatory requirements; and
 - mitigate risk within definable limits.
2. Aurora College coordinates policy development work through a central office.
3. Policies and procedures will be reviewed regularly at least once every 5 years to support continuous quality improvement
4. Policies will be readily accessible, primarily in digital form on Aurora College's website.
5. Policy development procedures will outline the authority and role of decision-makers and participants in the development process.
6. Subject matter experts will be involved in the writing of policies and procedures.

DEFINITIONS

Administrative Responsibility: The head of the division or department that has responsibility for administering a policy and its procedures.

Approving Jurisdiction: The body or position that has the authority to approve policies and procedures. e.g. Board of Governors, Academic Council, Indigenous Knowledge Holders Council, or the President.

Aurora College Community: Includes any person who is an Aurora College student or an Aurora College official, including instructional and non-instructional staff, volunteers, contractors, and members of the public who hold positions on Aurora College councils and committees such as the Board of Governors, Indigenous Knowledge Holders Council, Research Advisory Council, and Curriculum Review Committees.

Departmental Practice: Processes or guidelines specific to a division or department that adhere to College policies and procedures.

Policy: A governing document that is broad and general in nature. A policy:

- establishes the institution's position on a particular subject matter which has broad application;
- establishes principles and standards governing the conduct of all members of the Aurora College community;
- reflects and upholds the institution's mission and principles;
- articulates key principles, values, requirements, and responsibilities;
- changes infrequently;
- is supported by procedures; and
- requires formal approval at the highest level of the institution's Board, Academic Council, Indigenous Knowledge Holders Council, or President's Office authority.

Procedure – A document that supports a policy. A procedure:

- sets out the specific steps needed to carry out the policy;
- exists to ensure consistent and efficient application of the policy; and
- is reviewed and updated more frequently than policies to ensure it reflects the current organizational structure, regulatory framework, and any other relevant changes in circumstances.

RELATED POLICIES/PROCEDURES/DOCUMENTS

B.02.1 Policy Development Procedure

Policy Working Committee Terms of Reference

APPLICABLE LEGISLATION

Aurora College Act, RSNWT 1988, c A-7.

DOCUMENT HISTORY

Date	Update
1994-06	New policy issued as B.09.
1995-03	Policy revised. Policy and Program Committee Motion PP#25-1995. Board of Governors Motion BG#49-1995. Implemented June 30, 1995.
2006-05	Policy revised. Board of Governors Motion BG#349-2006. Implemented July 1, 2006.
2010-09	Policy revised and renumbered from B.09 to B.02. Board of Governors Motion BG#53-2010. Implemented November 1, 2010.
2018-11-29	Policy revised. Approved by Administrator, Aurora College Ref.#Admin-45-2018. Implemented November 29, 2018.
2024-02-23	Policy revised. Board of Governors Motion BG#09-2024 Implemented July 1, 2024.