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## Policy Development

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Policy Number:	5302
Key Process Area:	Operational Excellence
Owner:	VP FA
Current Approved Date:	May 18, 2020

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### POLICY STATEMENT

Policies established by the President and Chief Executive Officer (CEO) of New Brunswick Community College (NBCC) are intended to direct the organization by aligning with the College's vision, strategic plan, operational and legal requirements.

### PURPOSE

This policy is to provide a framework for the development, review and approval of all NBCC policies and related documents.

### SCOPE AND LIMITATIONS

It applies to all NBCC stakeholders involved in the policy development, review, renewal and approval process.

### 1.0 DEFINITIONS

#### Related Documents

- critical information that enables the College to fulfill its legal, strategic and operational responsibilities. Includes policies, procedures, forms, standards and guides, templates, charts, tables, and terms of reference (i.e., any documents that guide decisions of the College or provide completed records).

#### Policy

- documents which determine all major decisions and actions. All activities take place within the boundaries set by them.

#### Policy Lead

- the member assigned to lead a policy working group.

#### Policy Owner

- a Senior Executive Team (SET) member or designate who has ownership of and overall responsibility for the implementation of a policy and the approval of relevant related documents.

#### Policy Working Group

- the working group assigned responsibility to research, review, revise and/or develop policy.

### 2.0 IMPLEMENTATION

#### 2.1 Major and Minor Revisions

**2.1.1** Major revisions include new policies, deactivated policies, retired policies, and revisions which affect the original intent or content of the policy. Major revisions require approval from Senior Executive Team (SET) and the President and CEO.

**2.1.2** Minor revisions include formatting changes, correction of typographical errors, and other revisions that do not impact the original intent of the policy. Minor revisions and updates to a policy may be made by the Policy Owner(s) or designate(s).

## 2.2 Selection of Policies for Development and Review

- 2.2.1 A five-year review and renewal standard is implemented by posting renewal dates on all policies. New policies or those undergoing a major revision will be reviewed one year after implementation. Uncompleted reviews will be carried over to the next review schedule.
- 2.2.2 Council members or staff members identify any issues with current policies or the need for new policies through thorough discussions with stakeholders and working groups.
- 2.2.3 SET recommends the annual list of policies for development or renewal to the President and CEO for approval (including any advanced reviews as deemed appropriate).

## 2.3 Policy Development

Policy and related document development are in accordance with the Policy Development Manual 5302.4696 using the Policy Template 5302.4694 and Procedure and Guideline Template 5302.5085.

## 2.4 Policy Status

Based upon the five-year policy review schedule, the President and CEO identifies policy status as one of the following:

- a) **New** (under development with no existing policy)
- b) **Revised** (modification of existing policy)
- c) **Renewed** (review of existing policy without revision (i.e. no changes))
- d) **Retired** (policy no longer in use)
- e) **Deactivated** (temporary suspension of policy until a full review conducted)

## 2.5 Related Documents

Policy Owners or designates in collaboration with the Operational Excellence team develop, edit and approve related documents.

## 2.6 Communication

The Operational Excellence team and the policy owners are responsible for ensuring timely communication to stakeholders about any change in policy status.

## 2.7 Access

All College policies and associated related documents are posted on NBCC@work as the official record to be used and referenced by stakeholders.

## 3.0 OTHER RELATED DOCUMENTS

Policy Template (5302.4694)  
Policy Development Manual (5302.4696)  
Policy Research Template (5302.4697)  
Policy Summary Change Form (5302.4699)  
NBCC Policy Council Terms of Reference (5302.5158)  
Procedure or Guideline Template (5302.5085)