Policy Name	**Policy Development and Administration**		
Policy #	**506-G**	Category	**General Administration**
Policy Sponsor(s)	**Associate Vice-President, Strategy**	Previous Revision Date	**June 18, 2020**
Policy Approved by	**Board of Directors**	Revision Date	**June 22, 2023**
Procedures Approved by	**President & CEO**	Review Date	**See Policy Review Date or as Required**

See the related POLICY.

DEFINITIONS

Executive Sponsor: The Executive Sponsor is the president and CEO or the vice-president who provides oversight to the area in which a Policy is designated. Executive Sponsors provide direction on policy collaboration and consultation requirements, review the final draft of policy development proposals, and approve changes to Procedures.

Governance Policy: Policies that are approved by the Saskatchewan Polytechnic board of directors are designated by "G". Governance Policies are those which relate directly to the mandate of the board of directors (as opposed to those of management), or that specifically assign duties to the board of directors, or that are specified as the responsibility of the board in *The Saskatchewan Polytechnic Act*, "Bylaw 1," or other relevant legislation.

Guiding Principles: Policies at Saskatchewan Polytechnic are based on guiding principles. Guiding principles are the fundamental commitments that orient Saskatchewan Polytechnic in decision-making regarding the policy topic. Clear guiding principles ensure that users of policies and procedures have direction to make decisions that align with the organization's commitments, even when they encounter specific situations that do not fit directly with the details of the procedures.

Guidelines: Saskatchewan Polytechnic has numerous documents beyond institutional policies and procedures that direct the behaviour of various aspects of the organization. As a third tier of documentation, guidelines are approved by the Policy Sponsor for the policy to which the guidelines relate.

Operational Policy: Policies that relate to the day-to-day activities and/or management of the institution and are authorized by the president & CEO.

Policy: A policy sets out the strategic or philosophical position that Saskatchewan Polytechnic takes on a given topic. Policy statements answer the questions "What?" and "Why?". Policy statements are durable and tend not to change often. They are based on guiding principles.

Policy Development Guidelines: The Saskatchewan Polytechnic Policy Development Guidelines are designed to help ensure consistency and quality across the organization in writing policies and procedures. The Saskatchewan Polytechnic Policy Development Guidelines are approved by the Policy Sponsor (or delegate) and maintained by the Policy Facilitator.

Policy Facilitator: The Policy Facilitator is the manager, governance, and privacy. The Policy Facilitator supports Policy Sponsors (or delegates) in the authorized policy development process, to ensure consistency and compliance with the Saskatchewan Polytechnic Policy Development Guidelines, and to manage the retention and disposal of Policy and Procedures documents.

Policy Sponsor: A Policy Sponsor is the individual assigned to lead the development and review process of a given policy and the related procedures. Policy Sponsors conduct their work under the oversight of the policy's Executive Sponsor.

Procedures: Procedures describe how the organization will carry out its strategic position and commitment on a given topic. Procedures answer the questions "Who?" and "How?". As such, procedures typically outline roles, responsibilities, methods, and chronological steps to take in a given situation.

Saskatchewan Polytechnic Community: The Saskatchewan Polytechnic Community is comprised of anyone who may be impacted by policy or is expected to comply with policies. The community includes the board of directors, staff, faculty, students and student associations, volunteers, and third-party tenants or contractors.

PROCEDURES

A. Policy Administration

1. Policy Maintenance

To ensure currency and reflect changing requirements:

a.   all Policies requiring board approval are subject to review at least every three years.
b.   all Policies requiring president and CEO approval are subject to review at least every five years.
c.   at the discretion of the board, president and CEO, or Executive Sponsor any policy may be reviewed at any time prior to the timelines prescribed in sections 1.a and 1.b.
d.   Procedures may be reviewed separately from policies at the discretion of the Executive Sponsor.

2. Saskatchewan Polytechnic Community Responsibilities

a.   Board of directors, faculty, staff, students, and student associations are responsible to ensure they are aware of, understand, and abide by all Saskatchewan Polytechnic policies and procedures.
b.   Faculty and staff who engage volunteers, third-party tenants or contractors are required to ensure those parties are made aware of, understand, and recognize the requirement for them to abide by policies and procedures when carrying out Saskatchewan Polytechnic activities.
c.   Managers of programs and departments will ensure their areas of responsibility develop and maintain necessary supporting guidelines that may be required by legislation or regulatory bodies or for training purposes. Guidelines will ensure compliance with applicable legislation is met or exceeded and will supplement Saskatchewan Polytechnic-wide policy and procedures requirements. Programs or departments may have guidelines specific to their area requirements.
d.   Saskatchewan Polytechnic policies and procedures will be implemented in conjunction with requirements of collective bargaining agreements.

3. Measures Related to Non-Compliance

a. Members of the Saskatchewan Polytechnic Community are responsible for their own knowledge of policies, procedures, and guidelines. As such, being unaware is insufficient justification for non-compliance. Any members of the Saskatchewan Polytechnic Community who knowingly or unknowingly violate Saskatchewan Polytechnic policies, procedures, or guidelines may be subject to disciplinary action up to and including suspension, dismissal, or expulsion.

b. Any deliberate or careless misinterpretation, misuse, or distortion of the general intent of Saskatchewan Polytechnic policies, procedures, and guidelines is considered a violation.

c. Saskatchewan Polytechnic may exercise its right to take legal action that could result in criminal or civil proceedings.

B. Policy and Procedures Development Process

1. Quality Assurance

a. Quality assurance in the policy and procedures development process is located throughout the process. The intention of the process described below is to ensure that each Saskatchewan Polytechnic policy and procedure has been thoroughly researched in collaboration and/or consultation with subject matter experts and that appropriate consultation has been made.

b. Saskatchewan Polytechnic policies and procedures shall be written in a consistent format using the approved templates, except in exceptional circumstances and at the discretion of the policy or procedure's approval authority (e.g., the president & CEO, the board of directors, Executive Sponsor, etc.).

c. To ensure quality and consistency across the organization, Policy Sponsors shall refer to the Saskatchewan Polytechnic Policy Development Guidelines while drafting policies and procedures.

2. Needs Assessment

Any member of the Saskatchewan Polytechnic Community may propose a new policy, or a revision or deletion of an existing Policy, by contacting the appropriate Policy Sponsor and providing a rationale. The Policy Sponsor and Executive Sponsor shall determine if the proposed Policy or modification will proceed.

Policies may be established, reviewed, or recommended for deletion based on several potential reasons, such as:

- scheduled review cycle requirement,
- changes to legislation or regulations,
- changes in the Saskatchewan Polytechnic business environment,
- significant operational changes,
- changes in the strategic direction of Saskatchewan Polytechnic, or
- significant changes in practice.

3. Research Phase

a. The Policy Sponsor (or delegate) shall collaborate and/or consult with subject matter experts (SMEs) in preparing new or revised policy and procedures documents. SMEs may be internal or external to Saskatchewan Polytechnic.

b. The Policy Sponsor (or delegate) shall prepare a draft of the proposed policy and/or procedures documents based on their research.

c. Upon completion of the draft policy and/or procedures documents, the Policy Sponsor (or delegate) shall notify the Policy Facilitator, who shall ensure the consistency of the draft with the Saskatchewan Polytechnic Policy Development Guidelines.

4. **Consultation**

   a. The Policy Sponsor, in consultation with the Executive Sponsor, shall determine the details (e.g., duration, extent, means, etc.) of the consultation process.

   b. All comments received through consultations shall be evaluated by the Policy Sponsor and may be integrated into the final draft. The final policy and procedures draft shall be submitted to the Executive Sponsor for review.

   c. In consultation with the Policy Facilitator, the final draft shall be prepared for approval by the relevant approving authority.

5. **Approval**

   a. The president and CEO shall review, and may approve, proposals to create, revise or delete operational policies.

   b. The president and CEO shall also review governance policy proposals and may endorse such proposals to proceed to the board of directors for approval. Typically, the appropriate committee of the board of directors shall review governance policies prior to such proposals proceeding to the board of directors for final evaluation and approval.

   c. The president & CEO shall review, and may approve, procedures associated with governance policies, except for Policy 504a-G Board Authorities Grid, which must be approved by the board of directors.

   d. All policies and procedures will become official once final approval has been received and no further revisions are required.

6. **Implementation and Communication**

   Approved policies and procedures will be sent to the Policy Facilitator who will ensure that:

   - communication notifying staff and faculty of new and revised Policies and Procedures is sent via email,
   - policies and procedures are posted publicly to the Saskatchewan Polytechnic website,
   - a directory of all approved policies and procedures and scheduled review dates is maintained; and
   - older versions of policy and procedure documents are archived.

7. **Updating Procedures Only**

   a. By their nature as documents to specify operational processes, procedures tend to be updated more frequently than policies according to the prescribed policy renewal schedule. As such, procedures may be revised separately from the related policy at the discretion of

the Executive Sponsor, who shall also determine the manner and extent of required consultation for revisions to procedures.

b. After the Executive Sponsor has approved changes to procedures, the Policy Sponsor shall notify the Policy Facilitator for the purposes of records management and communication to the Saskatchewan Polytechnic Community.

C. Policy Categories

Saskatchewan Polytechnic institutional policies are organized into 11 categories. The categories for a policy will reflect the key business functions of the policy (as opposed to structure). Board-approved policies within the categories are identified with the letter (G) attached (e.g., Admissions Policy 103-G).

Category	Number
Academic	100
Advancement and Alumni	200
Facilities	300
Finance	400
General Administration	500
Health and Safety	600
Human Resources	700
Information Management	800
International	900
Research and Scholarly Activity	1100
Student Services	1200

RELATED POLICIES/DOCUMENTS

The Saskatchewan Polytechnic Act
Saskatchewan Polytechnic Bylaw No. 1