

SIR SANDFORD FLEMING COLLEGE

POLICY MANUAL

POLICY NO. 1-101	APPROVED BY: BOARD OF GOVERNORS
PAGE NO. 1 OF 1	SUPERCEDES:
DATE APPROVED: March 2, 1994	
SUBJECT: POLICY DEVELOPMENT	

The Board of Governors has assigned to the President the responsibility to develop a Policy/Procedure Manual for the College. This manual shall serve as the repository for all policies approved by the Board of Governors and any resulting procedures used by the College.

While it is recognized that not every aspect of College life requires a policy statement there are areas where they are required as a basis for decision making or the comfort level of the Governors in the management of risk. Policies should flow from, reflect, and support the goals, objectives, and values of the College community and serve as the basic principle upon which operating regulations and procedures are developed.

The Policy Manual shall be developed with reference to the following principles:

- the format should reflect the organizational structure of the College;
- it should contain a procedure by which an annual review of Policies/Procedures is conducted through the senior leadership of the College to the Board of Governors;
- it should be reflective of the College's goals, objectives and values;
- it must ensure that there is compliance with all relevant statute and laws;
- it should receive College-wide circulation.

PROCEDURE: POLICY DEVELOPMENT 1-101

Sir Sandford Fleming College shall develop policies and procedures to reflect and interpret the College's goals and objectives, thus guiding the administration, faculty, and staff in the operations of the College. With this view in mind we have adopted the following definitions:

A **POLICY** is a general guideline for decision making that should flow from, reflect, and support the goals, objectives, and values of the College - interpreting them and determining the basic principles from which operating regulations or procedures are developed.

A **PROCEDURE** is a guide to action which specifies in detail the manner in which certain activities are to be performed.

Sir Sandford Fleming College's Policy/Procedure Manual is divided into sections, each the general responsibility of a senior member of College administration.

1. Board of Governors - President
2. Academic Affairs - Vice-President Academic
3. Human Resources - Vice-President, Human Resources & Strategic Development
4. Finance and Facilities - Vice-President, Finance and Administration
5. Student Services or Registrar- Executive Director, Student Services or Registrar
6. Information Technology - Chief Information Officer

It shall be the responsibility of these senior staff to conduct a periodic review of policies and procedures in their area to ensure that they continue to reflect the College's goals, objectives, values, and beliefs; that they are consistent with current practice; and that they are not unduly restrictive of reasonable freedom to act.

The senior staff member shall follow a consultative process as determined from time to time by the Executive Leaders Team.

The master copy of the College's Policy/Procedure Manual shall be maintained by the Office of the Vice-President, Human Resources & Strategic Development who shall be responsible for initiating an annual review of same at the discretion of the Board of Governors.

All approved College policies are accessible electronically through the Fleming website.