

Policy Title:	Policy and Procedure Management Framework
Policy ID:	1-105
Manual Classification:	Section 1 – College Policies
Approved by:	Board of Governors
Revision Date(s):	N/A
Effective Date:	July 1, 2022
Next Policy Review Date:	January 2025
Contacts for Policy Interpretation:	President's Office Policy and Privacy Officer

1.0 - Policy Overview

Fleming College is committed to developing, implementing, and reviewing comprehensive and readily accessible Policies and Operating Procedures that align with its governance and management practices, and that are consistent with its mission, values, and strategic plan as well as applicable laws and regulations to promote operational efficiencies, and/or reduce institutional risk.

College Policies and Operating Procedures promote good governance and management practices and advance the College's mission through consistency with the College's core principles and alignment with the College's strategic plan.

Fleming College is also committed to creating an inclusive and collaborative environment for learning and working. All College Policies and Operating Procedures incorporate an application of a lens of equity, diversity and indigenous inclusion in their development and review.

2.0 - Purpose

The purpose of this Policy is to provide a framework that promotes a uniform, transparent, and accountable approach to the consistent development, approval, and ongoing management of existing and new Fleming College Policies and Operating Procedures.

3.0 - Definitions and Acronyms

The following definitions apply in this Policy

Board:	The Board of Governors of Sir Sandford Fleming College.
College Community:	Any person who studies, teaches, conducts research at or works at or under the auspices of the College and includes without limitation: employees or contractors; appointees (including volunteer board members); students; visitors; and any other person while they are acting on behalf of, or at the request of the College

Mandated Policy Periodic Review:	The date by which a Fleming College Policy as approved by the Board must undergo review to ensure their continued relevance and alignment with the College’s legislative and government requirements. Periodic review is required regardless of the volume of changes that are needed. Where this review date is not specified within the Policy, the Mandated Policy Periodic Review date is three years following its most recent formal review.
Mandated Procedure Periodic Review:	The date by which a Fleming College Procedure as approved by the Senior Management Team must undergo review to ensure its continued relevance and alignment with the related College Policy, as well as with legislative and government requirements and best practice standards. Periodic review is required regardless of the volume of changes that are needed. Where this date is not specified within the procedure, the Mandated Procedure Periodic Review is three years following its most recent formal review.
Operating Procedure Authority:	The named authority who sponsors a procedure that falls under their jurisdiction.
Operating Procedure:	A document that outlines specific processes or set of steps to be followed that enables adherence with a College Policy. Operating Procedures are more likely to be revised. Review and approval of any Operating Procedure by the Senior Management Team is required prior to its issuance, revision, or revocation.
Policy:	College Policy is defined by all the following criteria: <ul style="list-style-type: none"> a) a principle-based statement to be followed in carrying out the activities of Fleming College; b) broad application throughout Fleming College and is binding for members of the college community; and c) subject matter requires review and approval by the Board of Governors on recommendation from the Senior Management Team prior to a Policy’s issuance, revision, or revocation.
Policy Authority:	The named authority who sponsors a Policy that falls under their jurisdiction.

4.0 - Scope

This Policy applies to all Policies and Operational Procedures at Fleming College, the college community, and the Board of Governors.

5.0 - General Principles

5.1 College Policies and Procedures must be current and compliant with all applicable laws and regulations, and consistent with all related industry directives including the Ministry of Colleges and Universities’ binding policy directives.

- 5.2** College Policies and Procedures must be developed, approved, reviewed and/or revoked pursuant to this Policy.
- a) Fleming College's Senior Management Team is responsible for reviewing, approving, and recommending for approval to the Board of Governors all Policy issuance, revision, and revocation.
 - b) The Senior Management Team reviews and approves all Operational Procedures.
 - c) The Board is responsible for all Policies and Operational Procedures, as directed in the Colleges of Applied Arts and Technology Policy, Governance and Accountability Framework
- 5.3** The need to develop a new Policy or Operating Procedure is typically identified in response to new or updated legislation, binding Policy directives as released by the Ministry of Colleges and Universities, or a gap identified by academia, administrative, or governance leads within the college.
- 5.4** College Policies and Procedures must be presented in a common, standardized format.
- 5.5** Policy and Procedure development is typically collaborative, usually requiring consultation between the Policy / Procedure Authority, their team, and relevant stakeholders to finalize draft content prior to its presentation to the Senior Management Team.
- 5.6** College Policies and Procedures must be made publicly accessible electronically on the College website.
- 5.7** All new or revised Policies and Procedures will be communicated to all Fleming College employees, and the Fleming College Community as necessary.

6.0 - Related Documents

OP #1-105 Policy and Procedure Management Framework
Ontario Colleges of Applied Arts and Technology Act (2002)
Colleges of Applied Arts and Technology Policy; Governance and Accountability Framework,
Minister's Binding Policy Directives
Academic Policy Development Critical Path

History of Amendments/Reviews

N/A