

B.13 Policy Development

Governance and Organization

Nunavut Arctic College

POLICY

The Board of Governors of Nunavut Arctic College has the authority and responsibility to determine the Policies respecting the administration of Nunavut Arctic College.

PRINCIPLES

The Board sees the purpose of Policies as providing effective parameters and guidelines for College staff and students

The Board expects all staff and students to be knowledgeable of Nunavut Arctic College Policies.

PROCEDURES

1. The Board shall ensure the Nunavut Arctic College Policies and Procedures are distributed and available to all staff and students to review.
2. Policies shall contain procedures governing the administration of the Policy.
3. Policies will be categorized as follows:
 - Governance and Organization: aspects pertaining to the governing authority and framework that establishes and directs Nunavut Arctic College. The alphanumeric sequence of these Policies will begin with the letter "B";
 - Academic Matters: aspects pertaining to the instruction process. The alphanumeric sequence of these Policies will begin with the letter "C";
 - Student Affairs: aspects pertaining to non-instructional and student services. The alphanumeric sequence of these Policies will begin with the letter "D";
 - Learning Environment: aspects pertaining to the general learning environment of Nunavut Arctic College. The alphanumeric sequence of these Policies will begin with the letter "E";
 - Human Resources: aspects pertaining to personnel and training functions. The alphanumeric sequence of these Policies will begin with the letter "F";
 - Administration and Management: aspects pertaining to the general administration of the College. The alphanumeric sequence of these Policies will begin with the letter "G"; and,

B.13 Policy Development

Governance and Organization

Nunavut Arctic College

- Facilities and College Resources: policies that relate to the administration of the College's physical resources. The alphanumeric sequence of these Policies will begin with the letter "H".
4. Suggestions for policy development should be proposed in writing to Director of Academic Affairs and may come from:
 - a. members of the Board;
 - b. College staff;
 - c. College students; and/or,
 - d. interested constituent groups or individuals.
 5. The Senior Academic Officer will acknowledge in writing all policy suggestions that are received and refer them to the appropriate College members for consideration and input.
 6. The Senior Academic Officer in collaboration with the Manager of Policy and Planning shall take responsibility for the management of the process of approval through the Policy and Program Committee of the Board of Governors.
 7. At all times, there must be a concern for the legality of all proposed policies and, where thought advisable, steps must be taken to ensure that no municipal, provincial/territorial or federal statute or regulation; present College Policies; practices or agreements are contravened by proposed policies.
 8. In all cases where legal opinion must be sought, the matter will be referred to the President who will confer with College solicitors.
 9. The College will seek input from the College staff and students prior to making a change to, or the establishment of, a Policy or Procedure.
 10. All Policies shall be written, clearly defined, and consistent with the College's goals and mission statement.
 11. Changes to, or establishment of, a Policy require the approval of the Board.
 12. Changes to, or establishment of, Procedures, Definitions and Guidelines require the approval of the President.
 13. In considering the approval of new and amended Policies, the Board is advised by the President regarding any issues that relate to the Policy as well as its anticipated impact.
 14. All Policies shall be coded and indicate the date of approval, and subsequent to their approval, the Manager, Policy and Planning shall be responsible for the circulation of approved Policies for inclusion in all copies of the College Policy and Procedures Manual.
 15. Once the Policy has been approved, implementation of the Policy is the responsibility of the College administration.
 16. Policies approved by the Board be implemented immediately upon approval, unless otherwise noted. Policies shall not be retroactive.