

Selkirk College Policies and Procedures		Title and number	1000 Policy Development and Review Process		
		Replaces	B8001		
		Effective	2003-10-01	Next review :	2007-10-01
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee		December 18, 2007	
President	President	Recommended/Approved by Education Council			
		Approved by President		January 3, 2008	

1 POLICY

Selkirk College Policy should meet some or all of the following guidelines:

- (a) the matter is general in nature and broad in scope;
- (b) the matter in question reflects in some way upon the values of the institution as expressed in relevant legislation, the Selkirk College By-Laws, or in the statements of Selkirk College philosophy or goals and objectives outlined in the Selkirk College Policy Manual;
- (c) the policy decision will serve to guide future decisions of Selkirk College;
- (d) the policy decision will have long term implications for Selkirk College;
- (e) the matter in question is not already covered in existing legislation, Selkirk College By-Laws or College Policy; and
- (f) the policy resolution meets the ends of Selkirk College as established by the Selkirk College Board from time to time.

2 BOARD REGULATIONS

1. Policies approved by the President will include a specific review date at which time the policies will be reviewed to evaluate their effectiveness and to recommend appropriate amendments, additions, or deletions. All policies shall be subject to such review process at least once in every 5-year period.

2. The view of those members of the Selkirk College faculty, support staff, administration, or student body who wish to express opinions about current or proposed policy shall be considered by the President and/or the Education Council.
3. Any member of the Selkirk College administration, faculty, support staff or student body may suggest policy to the President or the Education Council.
4. Policy suggestions initiated by individuals included in three above should indicate the policy guidelines (a-f) which apply and provide a very brief rationale for the inclusion of the suggestion as policy in the Selkirk College Policy Manual.
5. Following the initiation of the review process by the President or EdCo, the resulting draft policy shall be widely circulated for 28 days among the Selkirk College community. It is clearly understood that at this time any member of the Selkirk College community may make written suggestions for amendments to that draft policy within the stated period of circulation. Any member of the College community who wishes to speak to his or her suggestions may request access to the President or the Education Council.
6. Following consideration of all suggested amendments by the President and/or the Education Council, the final version of the policy shall be considered for approval by the President.
7. The President shall be responsible for ensuring the implementation of this policy.
8. The Education Council's responsibilities may be delegated to the Policy Review Committee (PRC).
9. The Selkirk College Policy Manual shall be available on the college web site. Hard copies may be obtained through the President's office.

Other relevant policies:

Key words:

Policies, Committee, President, Review Process