



OFFICIAL COLLEGE POLICY

ADOPTION AND PUBLICATION OF OFFICIAL COLLEGE POLICIES (8120-1)

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Division or Sector: Communications and Corporate Affairs
Responsibility: Director of Communications and Corporate Affairs

Approved by the Vanier College Board of Directors: September 21, 2015.

TABLE OF CONTENTS

Purpose	1
Definition	1
Policy	1

**ADOPTION AND PUBLICATION
OF OFFICIAL COLLEGE POLICIES
(8120-1)**

PURPOSE:

To provide a mechanism whereby College policies are officially adopted and publicized.

DEFINITION:

A Policy is a clear statement of how an organization intends to govern its services, actions or business. They provide a set of guiding principles to help with decision making. Policies should be in line with the College's mission and values.

POLICY:

1. Official College Policies originate within the seven sectors of the College organization (as evidenced by membership in the Management Executive Committee):
 - a. Office of the Director General
 - b. Academic Sector
 - c. Administrative Sector
 - d. Human Resources Sector
 - e. Financial Services Sector
 - f. Student Services Sector
 - g. Communications and Corporate Affairs
2. Individual managers affiliated with these sectors may be responsible for a particular policy or set of policies.
3. A policy number is attributed for historical continuity which refers to the administrative department within the sector and the number order of the policy.
4. Each sector is responsible for developing and following procedures for the preparation and approval of official College policies originating within their sector.
5. Once a policy is approved within a sector, the responsible director of service presents the new or revised policy to the Management Executive Committee for recommendation for adoption as an Official College Policy. The Directors will then consult their managers. For pedagogical related matters, the policy will be taken to Academic Council for recommendation. The policy will then be taken to the Board for approval with a recommendation from the Management Executive Committee.
6. As part of the adoption process, the Management Executive Committee assures that the date the policy will come into force, a future review date, and the revision history are incorporated into the policy being presented.
7. Upon adoption as an Official College Policy, the adopted version is forwarded to the Office of Director of Communications and Corporate Affairs for reformatting, final proofing and incorporating onto Official College Policy stationery.

8. This document is added to the Official College Policy webpage and publicized internally as either a new or a revised Official College Policy.
9. Official College Policies appearing on the Official College Policy webpage will appear on appropriate College websites.
10. All Official College Policies appear on the Official College Policy webpage, but other sectors, faculties, departments, services and so on with webpages may elect to display only those Official College Policies pertinent to their needs and objectives.
11. This web-based publication procedure will be used for all policies adopted after the Official College Policies for the Adoption and Publication of Official College Policies and Procedures comes into effect. To assure integration of existing College policies into the web-based publication procedure, it will also be used to publish all College policies currently in effect as determined by the manager responsible.