

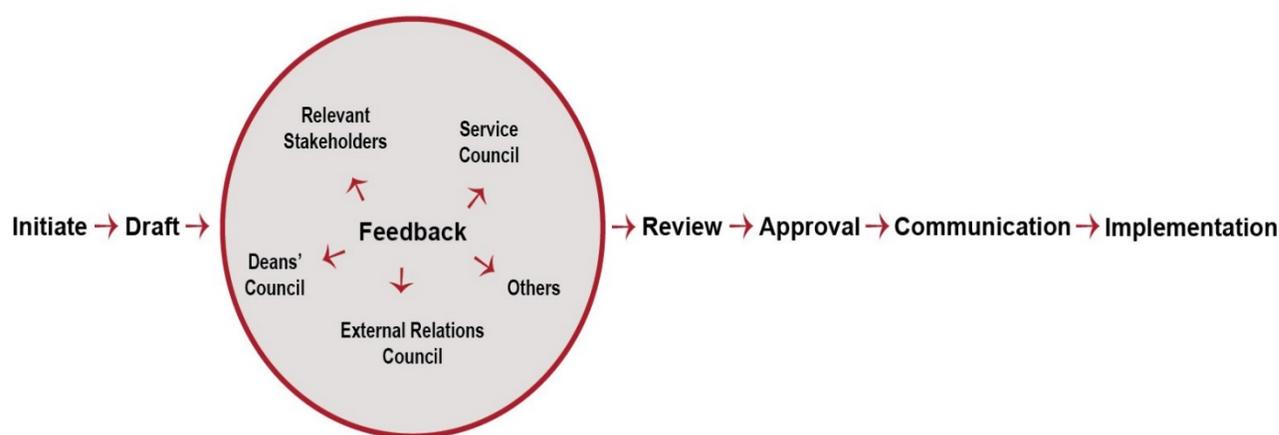
GPRC policies reflect the vision, mission, and values of the College. Policy provides a consistent framework for operational guidelines and standardized processes for decision-making.

### Policy Guiding Principles:

- 1) GPRC policies support the College’s mandate and strategic objectives; sets out guidelines and expectations for decision-making guided by governance and regulations pertaining to individual and organizational actions.
- 2) GPRC policies are concise, relevant and consistent with applicable Executive Council directives and authority, and other College policies, legislation and regulations.
- 3) All members of the College community (GPRC employees, students and contractors) are bound by College policies and are responsible for staying informed by reading and understanding relevant policies.
- 4) Policies are transparent, collaborative and timely with input from appropriate internal and external stakeholders including students, faculty, administrators, support staff, Government representatives and professional advisors.

| TERM                                | DEFINITION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Policy</b>                       | A set of statements that establish expectations for decisions made, or action taken by members of the College community. Policy supports the Administrative Strategy and Master Academic Plan. GPRC’s policies will be consistent with applicable Executive Council directives and authority, and other College policies, legislation and regulations.                                                                                                                                                                           |
| <b>Procedure</b>                    | Established instructions, steps or methods for the implementation, enforcement or administration of a College policy.                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Policy Development Framework</b> | Provides the context and guidance for establishing College policies/procedures and ensures policies are relevant and consistent with applicable Executive Council directives, other College policies, legislation and regulations. It also describes how to review and approve policies (information on the governance structure of the institution) and it establishes a policy management program. Policy Development Framework provides protocols and clarifies roles and responsibilities in the policy development process. |
| <b>Policy Process</b>               | Guides Policy Owners through all stages of policy development from conception to implementation and is aligned with GPRC governance structure.                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Academic Policy</b>              | Policy that provide requirements for faculty and students relating to the educational process, including admission, student discipline, classes, courses of study, and requirements for completion of program of study.                                                                                                                                                                                                                                                                                                          |
| <b>Administrative Policy</b>        | Any policy that outlines operational guidelines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

| TERM                        | DEFINITION                                                                                                                                                                        |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Policy Owner</b>         | A person formally designated with the responsibility for maintaining the ongoing content and accuracy of a policy and implementing and ensuring compliance with its requirements. |
| <b>Policy Approval Body</b> | Responsible for the formal approval of a policy. Approval Body is designated under GPRC governance structure.                                                                     |
| <b>Policy Review Body</b>   | College committee responsible for reviewing a policy before submitting it for approval. The committee varies by policy type.                                                      |



- 1) **Initiate:** Policy Owner initiates the policy development or review process.
- 2) **Draft:** Policy Owner addresses policy gaps or needs; drafts or reviews policy; and provides a draft to the Manager, Policy and Governance for review.
- 3) **Feedback:** Relevant Stakeholders who may be affected are consulted about the policy.
- 4) **Review:** Final review by Manager, Policy and Governance before submission to the appropriate Approval Body.
- 5) **Approval:** Presented for approval to the Policy Approval Body.
- 6) **Communication:** Policy Owners create a communication plan to ensure policy is communicated to the College Community.
- 7) **Implementation:** Policy Owners ensure that policy is implemented after a new or revised policy is introduced to the College Community.

**Policy Approval Process:**

| Policy Type           | Policy Coordinator             | Policy Review Body                                                                           | Policy Approval Body |
|-----------------------|--------------------------------|----------------------------------------------------------------------------------------------|----------------------|
| Administrative Policy | Manager, Policy and Governance | Service Council, External Relations Council, Human Resources and Other Relevant Stakeholders | Executive Council    |
| Academic Policy       | Manager, Policy and Governance | Deans' Council ( <i>in consultation with Deans and Chairs Committee</i> )                    | Academic Council     |

**Policy Cycle**

Policy will take one of three forms:

- 1) **Introduction of new policy** based on new requirements and needs of the institution.
- 2) **Policy update** will be initiated by Policy Owner to update or change policy to meet new requirements.
- 3) **Periodic policy reviews** of a policy will be conducted, at a minimum, every three years with certain policies being reviewed more often depending on the nature or context of the policy.

**2. Roles and Responsibilities**

| STAKEHOLDER                    | RESPONSIBILITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Policy Approval Body           | <ul style="list-style-type: none"> <li>• Reviews and approves all new policies and revisions to existing policies based on recommendations from the Policy Review Body.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                      |
| Policy Review Body             | <ul style="list-style-type: none"> <li>• Provides feedback and recommendations for policy revisions and development as part of the policy review process.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                    |
| Policy Owner                   | <ul style="list-style-type: none"> <li>• Leads or updates or drafts associated procedures to support the new or revised policy.</li> <li>• Reviews policies on a continual basis, at a minimum annually, to determine if the content is complete, relevant and up to date.</li> <li>• Manages policy development and revision; reviews and applies suggestions made in the policy consultation process and edits and revises policy to completion.</li> <li>• Oversees the communication/implementation and post-implementation review of approved policies.</li> </ul> |
| Manager, Policy and Governance | <ul style="list-style-type: none"> <li>• Leads or carries out policy development, consultation, review and approval process.</li> <li>• Tracks policy revision history and any problems with the implementation of or compliance with current policies that may result in revisions.</li> </ul>                                                                                                                                                                                                                                                                         |



| <b>STAKEHOLDER</b> | <b>RESPONSIBILITIES</b>                                                                                                                                                                                                                              |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                    | <ul style="list-style-type: none"><li>• Reviews policies on a continual basis, at a minimum annually, to determine if the content is complete, relevant and up to date.</li><li>• Maintains library of terminated and superseded policies.</li></ul> |

POLICY NAME



## GPRC POLICY TEMPLATE

(Use Arial Font size 10 for everything below)

| POLICY NAME:                  |                                                     |                         |                                                                                                                                                               |
|-------------------------------|-----------------------------------------------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Effective Date</b>         | Approval of date of policy<br>[Month, Year]         | <b>Policy Type</b>      | State the type of policy<br>[Academic or<br>Administrative]                                                                                                   |
| <b>Responsibility</b>         | Who is responsible for<br>implementing this policy? | <b>Related Policies</b> | A hyperlinked list of related<br>policies, associated<br>procedures, and relevant<br>documents (can be both<br>external documents and<br>internal documents). |
| <b>Approval<br/>Authority</b> | Approval Body                                       | <b>Review Schedule</b>  | Outline the review schedule                                                                                                                                   |

1. **Policy Statement:** This section includes a brief and concise summary that states the intent the policy.
2. **Scope:** Identify who the policy applies and any exclusions.
3. **Reason for Policy:** This section states the rationale for why the policy must exist, the problem or conflict the policy seeks to address, and/or cites any policies, legislation and regulation, or other requirement the policy aims to meet.
4. **Definitions:** This section defines terms specific to this policy.
5. **The Policy:** A clear and concise statement of the policy. This section should not include procedures. It may include sub-headings such as roles and responsibilities, and exceptions. When appropriate, the policy also includes instructions for reporting and resolving policy non-compliance.
6. **Revision history:** This section records the changes made to the policy over time.