

# DEVELOPMENT, APPROVAL AND ADMINISTRATION OF ACADEMIC POLICIES

Final Approval By	Faculty Senate, May 18, 2017
Responsible for Review	Provost
Dates Reviewed	May 18, 2017, October 18, 2024
Next Review Date (5 year)	2029

## POLICY OVERVIEW

To define a coordinated and consistent process for identification, development, approval and administration of all academic policies of Briercrest College and Seminary.

## PRINCIPLES

The principles of natural justice, clarity, and transparency undergird this policy.

## SCOPE

This policy applies to all academic policies of Briercrest College and Seminary.

## POLICY STATEMENT

Academic policies exist to ensure that our processes and practices align with our strategic directions, our core principles and the regulatory and governance environment, to protect BCS and its stakeholders, and to guide change. They describe the position of BCS on a particular issue. Procedures for implementation, communication and compliance monitoring should be developed for each academic policy. The Faculty Senate is responsible for the final approval of academic policies.

A BCS academic policy is one which is intended to:

- state the position of BCS on issues which have College-wide and/or Seminary-wide application for academic matters; reflect and uphold the governing principles of BCS;
- identify and prescribe compliance with applicable laws, regulations, and other policies;
- promote operational efficiencies;
- enhance the mission of BCS and/or reduce institutional risk;
- provide decision makers with limits, alternatives and guidance;
- change infrequently.

In general, the person or committee responsible for a policy identifies, updates, or makes additions as needed. Normally, the following bodies will be responsible for policies pertaining to the following areas:

1. Faculty Senate – Approval of academic policies pertaining to educational, philosophical, and programmatic matters.
  - a. Academic Planning Committee – The APC will bring major academic policy changes to the Faculty Senate for approval; minor changes will be reported.
    - i. Registrar – Procedural and administrative policies related to the functioning of the College. Changes or updates will be recommended to the APC.
  - b. Seminary Team – The Seminary Team will bring major policy changes to the Faculty Senate for approval; minor changes will be reported.
    - i. Registrar – Procedural and administrative policies related to the functioning of the Seminary. Changes or updates will be recommended to Sem Team.
  - c. Other committees of the Senate – Developing and implementing policies related to each committee, determined by the by-laws.
  - d. Deans Council – Policies with financial implications faculty, and student affairs.

## PROCEDURES

### 1. Development of New Policies

- a. **Identification of Need:** Any member of the Senate may suggest that a new academic policy, or revision to an existing policy, is required.
- b. **Approval of Concept:** A proposal for a new policy should be brought to the committee that is designated to be responsible for the policy. Following an assessment of need, the relevant body may recommend that policy development proceed and confirm the

approval path. The body may also assist sponsors in an evaluation of the implications of the policy, including potential risks, costs, and infrastructure requirements. Financial aspects of a policy will be governed by the Deans Council, though ultimate financial authority resides with the Executive Leadership Team.

- c. **Drafting and Consultation:** The designated sponsor, who may be any member of the Senate, will take responsibility for drafting the policy, including a communications plan and an implementation plan. The sponsor will also be responsible for carrying out appropriate consultation.
- d. **Recommendation for Approval:** The relevant body as determined above will receive the draft policy for initial approval. The review will include commenting on matters such as the format, the implementation and communication plan, the process of consultation and the appropriate approval path.
- e. **Initial Approval:** The draft policy will be reviewed by the relevant committee and a decision made whether to recommend the policy to the Senate for approval or the body deemed responsible by the policy.
- f. **Final Approval:** Senate will make the final decision whether or not to approve the policy or send it back to the relevant committee for revisions.
- g. **Implementation of the New Policy:** Once approved, introduction and implementation of the policy will be the responsibility of the recommending body. The policy should be communicated to all stakeholders, and arrangements should be made by the sponsor for appropriate training, interpretation, and compliance monitoring.

## 2. Review and Revision of Existing Policies

- a. **Academic Policy Review:** Annually, bodies responsible for policy will select policies to review, identifying anachronisms, gaps and overlaps, and monitoring the effectiveness of its academic policies. Policies can be reviewed as deemed necessary but will not go more than seven years between reviews. Proposed revisions will follow the process outlined above and, where approved, be given a revision date. Where terminology or other non-substantive changes are made (e.g., to reflect change in role titles), an update date will be added to the policy by the relevant body identifying the nature of the update (e.g., Role Title Update: dd/mm/yyyy). Non-substantive changes can be made by those designated to maintain the policy and reported to the Faculty Senate.
- b. **Policy Template:** All policies will follow the current policy template to ensure inclusion of all necessary elements. (See Appendix A)

### 3. Administrative Support and Maintenance of the Academic Policy Portfolio

The Deans and the Registrar will take responsibility for curatorial aspects of the administration of policies, including keeping a directory of all approved policies, and determining which policies are available on BCS's web site. The Registrar's Office will maintain and superintend the portfolio of academic policies pertaining to students, academic processes, and programs (policies that either the Registrar or the Academic Resource Centre are responsible to execute). The Dean of the College and the Dean of the Seminary will maintain the portfolio of policies pertaining to faculty, research, and curriculum development (policies that Deans Council, faculty, or committees of the Senate have responsibility to execute).

## APPENDIX A

Related Forms/Policies	Faculty Senate Bylaws Policy Template (found on the HUB)
Where is this policy published	BCS Website
Contact Information	Office of the Dean of the College
Consultation for Policy Review	

