POLICY:		POLICY NUMBER:
Policy Development, Approval, and Rescindment		**GA-5**
		PREVIOUS/REPLACES: **Academic and Student-Related Policy Approvals** **Policy Development, Approval and Rescindment**
APPROVED BY: **Executive Council**	EFFECTIVE DATE AS OF: **May 4, 2021**	PRIOR VERSIONS: **September 12, 2018** **March 13, 2017** **January 27, 2017** **January 5, 2010**

1. Policy Statement:

This policy provides a consistent approach to the development, revision, approval, and repeal of policies at the Manitoba Institute of Trades and Technology (to be referred to as MITT). This includes institute-wide administrative and academic policies and procedures. It also includes an approach for policy development at the departmental level for academic policies.

The policy approval framework will ensure that all MITT policies:

a. Adhere to legislation, board policies and resolutions, and collective agreements;
b. Support MITT's mission, vision, and values;
c. Support the strategic and academic plan;
d. Do not contradict or create conflict with any other policy;
e. Provide MITT staff and leadership clear guidelines to follow when making decisions and resolving disputes;
f. Provide transparency and accountability on process and decisions.

MITT policies will be:

a. Written in a common format using MITT's Policy and Procedure Template (see appendix "A");
b. Formally reviewed and approved by the appropriate authority;
c. Centrally maintained and accessible through MITT's website;
d. Kept current through a regular process of review. Polices will be reviewed every five years by Executive Council (some policies may need to be reviewed more often which will be identified in the body of the policy).

All approved policies will be binding on all individuals identified in the Scope of each policy.

Policy Initiators, Sponsors, and the Corporate Policy Consultant are responsible for ensuring that proposals have merit, are presented in the correct format, and follow the correct processes for review and approval.

Managers and supervisors are responsible to ensure that employees are familiar with all policies and procedures (where applicable) that relate to their job duties.

2. Scope:

This policy applies to all employees at MITT that have any involvement in the institute-wide policy development process or departmental process for academic polices including the development and delivery of a new policy, revision to an existing policy, implementation of a policy and repeal of any current policy.

3. Procedure:

3.1 Administrative Policies

a. Any individual staff member at MITT may act as a Policy Initiator and identify issues that may require a new policy or a revision to an existing policy. All requests for new or revised policies will be directed to either the President's Office or the Corporate Policy Consultant.

b. The Corporate Policy Consultant may identify any additional policy development requirements including those policies that are no longer necessary.

c. The Corporate Policy Consultant will draft new/revised policies with input from all relevant departments. Policies will be developed using MITT's Policy and Procedure Template and written in simple, plain language.

d. The policy will be forwarded to the President's Office for distribution to MITTs executive team normally two weeks prior to being placed on the Executive Council (EC) agenda.

e. The policy will be discussed at EC. EC will communicate its decision regarding approval or amendments required to the proposed policy or in the case when a policy is no longer required, a decision will be made on whether the policy should be rescinded.

f. Once approved, the Corporate Policy Consultant will distribute the final policy to the administrative personnel responsible for the policy and ensure the Administrative Policy Manual on MITT's website is updated.

3.2 Academic Policies

a. **Governing Bodies and Recommending Committees**

Academic Council has the authority to endorse any new or amended MITT academic policy which affects students institute-wide and at the department-level.

Academic Council is responsible for reviewing and recommending the approval of all policy proposals related to:

- New program development, program updates, and changes to curriculum;
- Issues pertaining to Student Services, Student-Life, as well as student behaviour and

discipline;
- Tuition and finance policies which have a direct impact on MITT students.

The MITT Executive Council provides the enabling authority to Academic Council in these areas and will be provided with updates on all academic and student-related policies passed by Academic Council. In the case of policies which have cross cutting impacts, which extend beyond student related as outlined above (e.g. harassment complaints involving both staff and students, workplace health & safety in classrooms / labs, etc.) will also be reviewed by the Executive Council and the Corporate Policy Consultant as an additional and final step in the review process.

b. **New Policy Proposals and Amendments to Current Policies**

Any individual staff member may act as a Policy Initiator to propose the development of a new policy, or recommend amendment of a current one, when a department or institute- wide issue requires a policy response.

If the Policy Initiator is not a member of the MITT Management or Executive Committee, a institute-wide policy proposal or *Statement of Intent: Policy* will be forwarded to the Policy Initiator's manager. The manager will then determine if the proposal warrants further consideration. If the proposal has merit, the appropriate manager will act as the Policy Sponsor and will coordinate the development of a draft proposal using the MITT Policy and Procedure Template, to be submitted to Academic Council for review and approval.

Members of the Management or Executive groups do not require a Policy Sponsor to send policy proposals to Academic Council.

The Policy Initiator or Sponsor will typically be responsible for any communication regarding newly approved policies or amendments. The Corporate Policy Consultant will ensure that the policy is posted on MITT's website and included in the Administrative Policy Manual.

4. Administration:

The Office of the President is responsible for insuring this policy is adhered to with respect to all administrative policies.

The Vice-President Academic is responsible for ensuring this policy is adhered to with respect to all academic policies.

5. **Review:**

   This policy will be reviewed by Executive Council every five years. This policy shall remain in effect until amended or revoked regardless of the five-year review.

6. **Reference: N/A**

7. **Definitions:**

   Corporate Policy Consultant: The employee that is responsible for the overall development of all institute-wide administrative policies.

   Department: An operating unit of the Institute led by a Manager or Director which is responsible for the delivery of a specific service or program to students, or which is responsible for the internal operations of MITT.

   Department-level Policy: Are policies which do not apply to the operations of the entire Institute or more than one department, and do not affect more than one student category.

   Institute-Wide Policy: Are policies which normally apply to more than one department or student category and require a higher level of review and consultation prior to approval.

   Policy Initiator: The staff member, group, or committee who identifies an Institute or department-level issue and develops a policy proposal for review.

   Policy Sponsor: A member of the Management or Executive group who coordinates a policy proposal originating from non-management staff.

APPENDIX "A"

MITT's Policy and Procedure Template

POLICY: **Policy Name**		POLICY NUMBER: **Policy Number**
		PREVIOUS/REPLACES: **Name of Policy it Replaces/or New Policy**
APPROVED BY: **Executive Council**	EFFECTIVE DATE AS OF: **Date policy approved by Executive Council**	PRIOR VERSIONS: **Date of prior versions or New**

1. **Policy Statement:** What is the purpose of the policy? What does it enforce or prevent? What are the broad parameters?

2. **Scope:** Who does this apply to?

3. **Procedure:** What are the specific details of the policy?

4. **Administration:** Who ensures that this policy is being adhered to?

5. **Review:** Who will review this policy/procedure and when?

6. **Reference:** Any other resources that the reader may need to refer to such as other policies, legislation, collective agreement, forms, etc.

7. **Definitions:** Terminology that the reader may not be familiar with.