DEVELOPMENT, APPROVAL AND ADMINISTRATION OF ACADEMIC POLICIES

This policy is the responsibility of, and was approved by, Faculty Senate. This policy was revised on May 18, 2017.

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. 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.

Academic policies may be subject to the approval of one or more of the Senate or its committees, and/or Executive Leadership Team.

PROCEDURES

1. **Identification of Need**: Any member of the Senate may suggest that a new academic policy, or revision to an existing policy, is required.

2. **Approval of Concept**: A proposal for a new policy, or revision to an existing policy, should be brought to the Faculty Senate or the committee that is designated to be responsible for the policy. The Academic Planning Committee may designate the body that will review a particular 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 Executive Leadership Team or their designate.

3. **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.

4. **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.

5. **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.

6. **Final Approval**: Senate will make a decision whether to approve the policy.

7. **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.

8. **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 making these 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 Student Success Centre are responsible to execute). The Dean of the College or 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).

2

DEVELOPMENT, APPROVAL AND ADMINISTRATION OF ACADEMIC POLICIES
510 College Drive Caronport, SK S0H 0S0 | BRIERCREST.CA

9. **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.

10. **Policy Template**: All policies will follow the current policy template to ensure inclusion of all necessary elements.

APPENDIX A

Related Forms/Policies	Faculty Senate Bylaws
Where is this policy published	BCS Website
Contact Information	Faculty Senate