

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

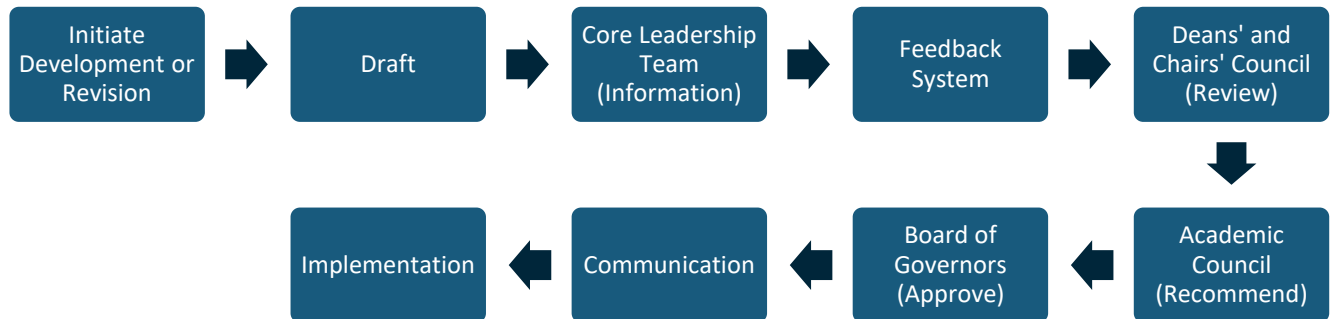
Policy Guiding Principles:

- 1) NWP policies support the Polytechnic’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) NWP policies are concise, relevant and consistent with applicable Executive Council directives and authority, and other Polytechnic policies, legislation and regulations.
- 3) All members of the Polytechnic community (NWP employees, students and contractors) are bound by Polytechnic 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
Policy	A set of statements that establish expectations for decisions made, or action taken by members of the Polytechnic community. Policy supports the Administrative Strategy and Master Academic Plan. NWP’s policies will be consistent with applicable Executive Council directives and authority, and other Polytechnic policies, legislation and regulations.
Procedure	Established instructions, steps or methods for the implementation, enforcement or administration of a Polytechnic policy.
Policy Development Framework	Provides the context and guidance for establishing Polytechnic policies/procedures and ensures policies are relevant and consistent with applicable Executive Council directives, other Polytechnic 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.
Policy Process	Guides Policy Owners through all stages of policy development from conception to implementation and is aligned with NWP governance structure.
Academic Policy	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.
Administrative Policy	Any policy that outlines operational guidelines.

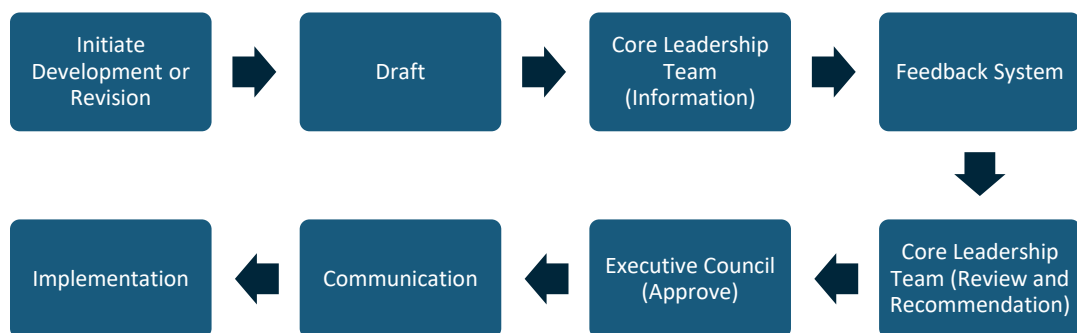
TERM	DEFINITION
Policy Owner	A person formally designated with the responsibility for maintaining the ongoing content and accuracy of a policy and implementing and ensuring compliance with its requirements.
Policy Approval Body	Responsible for the formal approval of a policy. Approval Body is designated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

ACADEMIC POLICY APPROVAL PROCESS:



- 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) **Information:** Shared for information on broad changes and timelines for approval.
- 4) **Feedback System:** Policy open for feedback on the system for all internal stakeholders.
- 5) **Deans' and Chairs' Council:** Final review by Manager, Policy and Governance and Deans' and Chairs' Council. Deans' and Chairs' submits to Academic Council for recommendation.
- 6) **Academic Council:** presented for recommendation to Board of Governors.
- 7) **Approval:** Presented for approval to the Board of Governors.
- 8) **Communication:** Provost and Vice-President Academic Office updates the policy on the NWP Assistant, communicates approval through to the Polytechnic Community, and updates the Policy Review Schedule.
- 9) **Implementation:** Policy Owners ensure that policy is implemented after a new or revised policy is introduced to the Polytechnic Community.

ADMINISTRATIVE POLICY APPROVAL PROCESS:



- 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) **Information:** Shared for information on broad changes and timelines for approval.
- 4) **Feedback System:** Policy open for feedback on the system for all internal stakeholders.
- 5) **Core Leadership Team:** Final review and recommendation by Senior Leaders.
- 6) **Approval:** Presented for approval to the Board of Governors.
- 7) **Communication:** Policy Owner updates the policy on the NWP Assistant, communicates approval through to the Polytechnic Community, and updates the Policy Review Schedule.
- 8) **Implementation:** Policy Owners ensure that policy is implemented after a new or revised policy is introduced to the Polytechnic Community.

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.

Roles and Responsibilities:

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