DOUGLASCOLLEGE

ADMINISTRATION POLICY TEMPLATE
and Formatting Requirements for Use in Writing/Revising Administration Policy

*Note: The new/revised policy, along with a completed SMT Cover Memo and appropriate
Admin Policy Control Form, should be emailed to the Executive Assistant (EA), College Governance,
(cc'd to the Policy Officer) for uploading to the Policy Approvals Workflow (in SharePoint).*

STYLE Conventions: Please ensure that any new/revised policy draft adheres to the following style and format conventions in addition to meeting content requirements as laid out in the policy template (following pages).

Font	Calibri	**Policy Title**	**ALL CAPS, BOLD,** 12 pt
Table Content, p. 1	Calibri 10 pt; centred	**Date Format**	YYYY Mon (e.g.: 2016 Dec)
Body Content (incl. section headings)	11 pt single-spaced	**Alignment**	Left, including the footer identifying policy details (as formatted); right for page # (as formatted)
Footer Font	Calibri 10 pt	**Footer Format**	*Italicize title* of policy and policy number; separate by dashes, space on either side
Capitalization	Initial capital letters are used whenever a Defined Term is used throughout the document; and in the case of "College" or "Committee," whenever a specific college or committee is referred to, as in "the College address is …" (referring to Douglas College), or "the Committee will…" (referring to, e.g., the Animal Care Committee or the Appeals Committee)		
Abbreviations	Abbreviations may be introduced parenthetically (without quotation marks) immediately following the first use of the term so abbreviated, in which case the abbreviation should be used consistently throughout the remainder of the document (e.g., "The Vice President's Academic Council (VPAC) meets monthly. VPAC oversees…"). (Abbreviations are *not* listed with Definitions.)		

The following template contains further formatting information as well as descriptive prompts and examples to convey content expectations. Remove this explanatory text when inserting proposed policy content. All headings appearing in the initial table (top of next page) and those listed in the Table of Contents are to remain.

Note: For Sections E, F, G and H, where any links to Douglas College documents are needed, please embed links to general landing pages (e.g., the Administration Policies page of the website, or the main DC Connect Standard Operating Procedures page) rather than to specific documents, in an effort to reduce link breakage and the need for ongoing maintenance.

NAME OF POLICY HERE

Policy Name: *(reproduce name from above but without the word "Policy")*	Responsible Owner: *(appropriate member of SMT)*	Created: yyyy Mon *(e.g., 2018 Apr)* *(may be left blank if unknown)*
Policy Number: *(see the Executive Assistant, College Governance for a number if a new policy)*	Approval Body: SMT *(the Policy Officer will advise if Board approval is also required)*	Last Reviewed/Revised: yyyy Mon *(show the latest review date only)*
Category: Administration	Replaces: *(list title and number of any policies being replaced with current document, or enter "New")*	Next Review: yyyy Mon *(must be given: default is six years, unless special conditions apply)*

TABLE OF CONTENTS

A. PURPOSE

Briefly explain the purpose of the policy: why it is needed and what/whom it covers. Consider that a policy helps define and regulate organizational action. It could be a plan outlining the appropriate course of action in a particular situation or set of circumstances; a document that outlines specific requirements or rules that must be met; or an overall philosophy, a mission or a general objective.

Example:

Douglas College is committed to providing a working and learning environment that is free from Discrimination on the grounds protected by the BC *Human Rights Code*. This policy seeks to ensure that Douglas College employees and students are aware of the terms of the BC *Human Rights Code*.

B. SCOPE

Indicate the parties to which this policy applies, and any exceptions where this policy does not apply.

Example:
This policy applies to all members of the College Community but does not apply to the College's Required Services Personnel.

C. DEFINITIONS

For terms in frequent use in Douglas College policy (e.g., terms found across several policies, such as "College Community"), please use the preferred/standard definition, available in the Concordance of Standard Definitions for Administration Policies (on Teams), to avoid inconsistencies, contradictions and/or confusion. If unsure about the aptness of a definition, or if circumstances require adapting the standard one, please consult the PO or EA, CG.

Definitions are warranted and should be included in a policy for any term of art (i.e., a term with special meaning within the College or in a given field), and for any unfamiliar or technical term used in a policy.

- *List defined terms in alphabetical order (do not number)*
- ***Bold** the term being defined, and Capitalize principal words (nouns, verbs, adjectives and adverbs), followed by a colon (see examples below)*
- *Begin the definition with a Capital letter*
- *Use phrases, rather than complete sentences*
- *Wherever possible, avoid relying on the term being defined in the definition, to avoid circularity*
- *Please leave one line space between defined terms*
- *Remember to Capitalize each instance of every defined term in use throughout the policy*

Generic format:

Word or Phrase Being Defined: Definitional statement.

Examples:

College Community: All College employees, students and Board members, and any other person contractually obligated to comply with College policy.

Responsible Administrator: An executive of the College or an administrator responsible for the operations of a College Department, Faculty or service area (e.g., Dean, Director, Chief Information Officer, Registrar).

D. POLICY STATEMENTS

Insert policy details here, using complete sentences. Ensure that statements are clear and accessible, written in plain language that is jargon-free, concise, inclusive and reflective of Douglas College Values.

Align text paragraphs with the section heading (as here) and justify left.

Where warranted, separate elements into distinct statements arranged in a numbered list, with a line space between each numbered element. Multilevel statements should be formatted as follows: cardinal number, lower-case letter, lower-case Roman numeral (e.g., 1.a followed by 1.b, or 2.b.i followed by 2.b.ii).

Policy statements may contain principles that set standards (including legal or regulatory requirements), determine a course of action or assign high-level roles and responsibilities.

A statement about consequences for non-compliance or non-enforcement should also be included.

Examples:

1. The Douglas College Director, Facilities and Ancillary Services and/or Director, Safety, Security and Risk Management will conduct a risk assessment prior to making the decision to close the College. Decisions to close each campus may be made separately and may affect each campus differently.

2. If a College closure is announced, employees who are scheduled to work are not required to report to work, unless designated as Required Services Personnel. Required Services Personnel are expected to come to work, or remain at work, provided it is safe for them to do so and a safe working environment exists.

E. PROCEDURES

Procedures outline the steps people are expected to take in order to implement a policy; a protocol or set of actions that represent the approved (standard) way of doing something; or a set of directions or instructions.

Procedures supporting an approved Administration Policy are typically outlined in a supplemental document, a Standard Operating Procedure (SOP), using the College's SOP template. SOPs are housed on the College Intranet (DC Connect) and are accessible only to College employees. Where an SOP has been developed, cite it in this section of the policy. (Note: Responsibility for creating/revising a policy-related SOP lies with the Policy Sponsor/Policy Owner, working in consultation with the SOP Chair.)

List SOPs alphabetically by title (omitting SOP number), using a bullet list, and italicize titles.

Example (include heading, linked to main landing page for SOPs):

[Standard Operating Procedures](#) on DC Connect (for internal users)

- *College Closure – Due to Weather Conditions*

In some cases, College departments produce supplemental documents such as Standards or Guidelines to provide employees with related information not suited to an SOP. These documents also typically reside on the College Intranet and should be noted here but under their own subheading, separate from the list of SOPs. Examples include Expense Claim Guidelines and various Standards relating to Information Security.

Exception: Where procedures need to be accessible (via the College's website) to students, College Board members or other external stakeholder groups, a <u>brief</u> set of procedures providing general clarification may be outlined here, in this section of the policy. (Note: Multilevel statements should be formatted as follows: cardinal number, lower-case letter, lower-case Roman numeral: e.g., 1.a followed by 1.b, or 2.b.i followed by 2.b.ii.)

Where a more comprehensive, detailed set of procedures needs to be available to stakeholders other than (or in addition to) College employees, such procedures should not to be included in policy but published in stand-alone fashion (usually as a public-facing SOP) on an appropriate section of the College website, with a referring link at the end of the relevant policy (see Section F, below).

If unsure as to the appropriate method for handling procedural statements, consult the PO or EA, CG.

F.   SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

- *Using bullet points, list here any policies, procedures, forms, documents or websites that are cross-referenced in the policy and/or directly related to it.*
- *Embed links to general landing pages only, as required (e.g., to the main Administration Policies webpage for cross-referenced College policies): do not link to individual documents.*
- *Consider whether new templates, forms or worksheets should be created to aid users in applying the policy. Consult with the Policy Officer or the EA, College Governance if unsure.*
- *If none, enter N/A.*

G.   RELATED ACTS AND REGULATIONS

- *Using bullet points, list and link to any specific legislation or regulations that enable or are related to any requirements set out in the policy. List entries in alphabetical order.*
- *Use the complete title when citing legislation, and link via the BC Laws or Canada Laws website, as appropriate.*
- *Italicize titles of Acts or other documents but not webpages; follow documentation conventions such as use of square brackets around statute status and date, and lower-case 'c.' for chapter number.*
- *If none, enter N/A.*

Examples:

- [*College and Institute Act*](http://www.bclaws.ca/civix/document/id/complete/statreg/96052_01) [RSCBC 1996], c. 52

    (Note: the link embedded is
    http://www.bclaws.ca/civix/document/id/complete/statreg/96052_01)

- [WorkSafe BC Occupational Health and Safety Regulation (OHSR)](https://www.worksafebc.com/en/law-policy/occupational-health-safety/occupational-health-safety-regulation)

    (Note: the link embedded is
    https://www.worksafebc.com/en/law-policy/occupational-health-safety/occupational-health-safety-regulation)

H.   RELATED COLLECTIVE AGREEMENTS

- *Using bullet points, list and link to any specific references to current collective agreements that enable or are related to the policy.*
- *Link via the PSEA website for current collective agreements; link to the main landing page for collective agreements (rather than to the specific pdf).*

- *Do not identify specific provisions or Article numbers (to minimize need for updating)*
- *If none, enter N/A.*

Example:

- Current *Collective Agreement between Douglas College and Douglas College Faculty Association (DCFA)*

  (Note: the link embedded is https://www.psea.bc.ca/collective-bargaining/collective-agreements)