



DEVELOPMENT AND APPROVAL POLICY

NEW BRUNSWICK COLLEGE OF CRAFT AND DESIGN

1.0 PURPOSE

To provide a structure by which policies are drafted, reviewed, approved, and revised at New Brunswick College of Craft and Design ("the College").

2.0 SCOPE

This development and approval process for policies applies to policies developed in all areas of the College.

3.0 DEFINITIONS

Guidelines

Standard operating procedures that have been approved to inform the College's operations.

Policy

Approved formal document that provides an operational framework.

Policy Custodian

Person responsible for a specific policy and its review and development.

Procedure

A document that details the implementation and workflow of a policy.

4.0 OVERVIEW

- New Brunswick College of Craft and Design (NBCCD) policies are used to oversee the successful implementation of processes, services, and provisions.
- Students, staff, faculty, and administration use these policies, which relate to academics, student services and conduct, operations, finance, and other topics as applicable.
- NBCCD policies comply with all applicable governmental legislation and are modelled considering best practices within the Canadian post-secondary sector.
- NBCCD policies and related forms can be found in the NBCCD online policy repository: nbccd.ca/policies.

5.0 POLICY DEVELOPMENT

5.1. New policies are developed in response to:

- Identified gaps in a specific policy area
- New or revised legislation

- At the discretion of the NBCCD leadership team to address an identified need

5.2. New policies are developed in consultation with key affected stakeholders and must be approved by the NBCCD leadership team and College Director.

5.3. Policy development is overseen by the Student Services Manager, with a timeline for analysis, research, consultation, writing, review, and approval. Policies are reviewed by different stakeholders at different stages of completion. Policy development includes the review and update of related procedures and forms.

5.4. Final review of the policy is done by the policy custodian, Student Services Manager, and College Director. Completed policies are presented to the NBCCD leadership team.

5.5. Finalized policies, procedures, and related forms are formatted by NBCCD's marketing and communications office to stay in accordance with other NBCCD policies and uploaded to the NBCCD policy repository on the official college website.

5.6. Some policies may need to be reviewed by GNB's legal team before approval.

5.7. Policies are effective immediately upon completion, unless otherwise stated.

5.8. If a policy is determined to be obsolete or requires updates, this will be done in consultation with the College Director, key stakeholders, and the College's leadership team.

5.9. The Student Services Manager will be responsible for maintaining a master policy review schedule, where applicable.

6.0 PROCEDURES AND GUIDELINES

- Policies may have procedures and forms associated with them. The principles above apply to both procedures and forms.
- Related procedures and forms will be found in the NBCCD policy repository.

- Guidelines are implemented by departments to ensure consistency of processes and to provide standard operating procedures. Guidelines are approved departmentally.

7.0 POLICY WRITING

7.1. Procedure

- i. The need for a policy is identified and approval is obtained from the College Director.
- ii. A timeline is established for the development of the new policy, including identifying key stakeholders, resources, reviewers, and a completion date.
- iii. Once policy is finalized it will be formatted to fit NBCCD's policy templates.
- iv. Policies are approved as per section AD-82525.
- v. Policies are uploaded to the [Policy Repository](#) and distributed to the NBCCD community, as needed.

7.2. Writing Guidelines

- i. Policies generally contain an overview followed by a procedure outlined in the same document.
- ii. Related policies are linked in the document, as well as at the end of the document, before the Policy Custodian section.
- iii. Policy writing style and format must be in accordance with our [Brand Guidelines](#) and our [Policy Writing](#) document.
- iv. Language should be clear and general to ensure the application of the policy in multiple circumstances.

- v. Language should spell out acronyms, avoid jargon and idioms, and assume the reader has limited knowledge of NBCCD's structure, in order for the language to be clear and easy to communicate to a wide audience.
- vi. Policies must aim to use third-person pronouns and an active voice.
- vii. Use the gender-neutral "they" and "their" for plural and singular pronouns, respectively.
- viii. Use a list of definitions and abbreviations at the beginning of the policy to explain commonly-used abbreviations.
- ix. Where possible, policies will link to the NBCCD website and avoid information that can quickly become obsolete and require continuous update.
- x. Policies will appropriately reference legislation where applicable and link them whenever possible.

8.0 POLICY CUSTODIAN

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