



## **MOUNT IDA COLLEGE POLICY DEVELOPMENT & APPROVAL**

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*Effective: July 10, 2017  
Subject to annual review*

**Responsible Office**     General Counsel

### **Policy Statement & Scope**

This policy shall provide the process by which all Mount Ida College policies are developed, approved, and published, and shall be applicable to all College departments, faculty, staff, and students.

The purpose of this Policy is to ensure Mount Ida College has consistent, understandable, and clearly-defined policies that support the College's mission. This purpose will be served by having a common format, clear guidelines on development among stakeholders, a consistent approval process, and implementation that publishes policy to the community.

### **Development**

Policies will initially be developed into a Policy Proposal by an Initiator who identifies the need for a College policy. Sponsorship of the proposed Policy by the President or a Vice President is necessary to continue through the development process. The sponsored Policy Proposal, conforming to the template provided below, will be discussed and refined with Key Stakeholders until it is prepared for a Policy Review by the General Counsel for consistency with existing policies and legal compliance. Key Stakeholders shall include the Vice Presidents, and may include the Deans and Directors for each Department that would be affected by the Proposed Policy. A Responsible Party will also be assigned during the development phase, to be responsible for maintaining and reviewing the Policy. The Policy Proposal would be submitted to the President for approval, following review by General Counsel.

An approved Policy will be published on an appropriate area of the Mount Ida College website and filed physically with the General Counsel. The Responsible Party will notify the General Counsel as to any potential changes in policy according to the policy review schedule contained in the Responsible Party's policy.

### **Publication & Location**

Following approval, the Responsible Party will provide the Policy to the Information Technology Department for publishing on the Policy Webpage. The Responsible Party is responsible for announcing the Policy to the College, including any training required by the Policy.

Mount Ida College policies will be located centrally on an official College webpage dedicated to policies. The Policy Webpage will be maintained by the Information Technology Department in a standardized electronic format. Other Departments within the College may use hyperlinks to direct relevant policies to the Policy Webpage, to ensure consistency and provide users with the most-current version of policies. Policies may be separated into categories to aid users in identifying relevant topics.



## **MOUNT IDA COLLEGE**

### **Format**

Policies will follow a consistent format, for the purposes of clarity and conformity. Each policy is required to clearly identify the following elements, and may include additional elements as necessary:

1. Mount Ida College identification header, as shown here or later amended;
2. Title & Effective Date, including schedule for policy review on a consistent basis;
3. Office of the Responsible Party;
4. Statement & Scope, including the identification of the governed parties and a policy statement identifying the purpose or goal;
5. Definitions, if applicable;
6. Policy;
7. Any related policies, if applicable; and
8. Approval – signed & dated by the President.

### **Non-Policy Protocols, Guidelines, Rules, Procedures**

Certain department- or school-specific protocols, guidelines, rules, procedures, etc. may not have broad application throughout the College, but are critical to the function of the College. These rules should not be labeled as “policies”, but are nonetheless relevant and applicable to members of the College. Department- and school-specific non-policy procedural documents should be published in a manner that is available to all impacted parties, and should not conflict with College Policies. Every Department responsible for such rules shall attempt to link the rules to relevant College Policies.



# **MOUNT IDA COLLEGE POLICY TEMPLATE TITLE**

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*Effective: July 10, 2017  
Subject to annual review*

**Responsible Office**      General Counsel

## **Policy Statement & Scope**

This Policy provides the guidelines by which all College Policies will be developed, approved, and published, so that College Policies will be clear, consistent, and communicated to all members of the College. A brief overview such as this will provide readers with a summary of the content.

## **Definitions**

College Policy: A policy that has been approved through the College Policy process. Definitions should be listed alphabetically. Definitions do not need to include widely-known terms, and should only be used where someone unfamiliar with the topic would need clarification. Definitions should be capitalized throughout the College Policy.

## **Policy**

College Policy details will be placed here, with clearly-labeled topics and sections, and subheadings as necessary.

1. Subheadings should start with numbers and then alternate alphabetically and numerically thereafter.
  - a. Subheading
    - i. Subheading
2. Subheading

## **Related Links**

Include any helpful links to other relevant policies, protocols, rules, or guidelines used by a Department or School. Links outside of the College website may also be helpful, but should be identified as outside links not maintained by the College and that they do not constitute College Policy.