KPU | KWANTLEN POLYTECHNIC UNIVERSITY

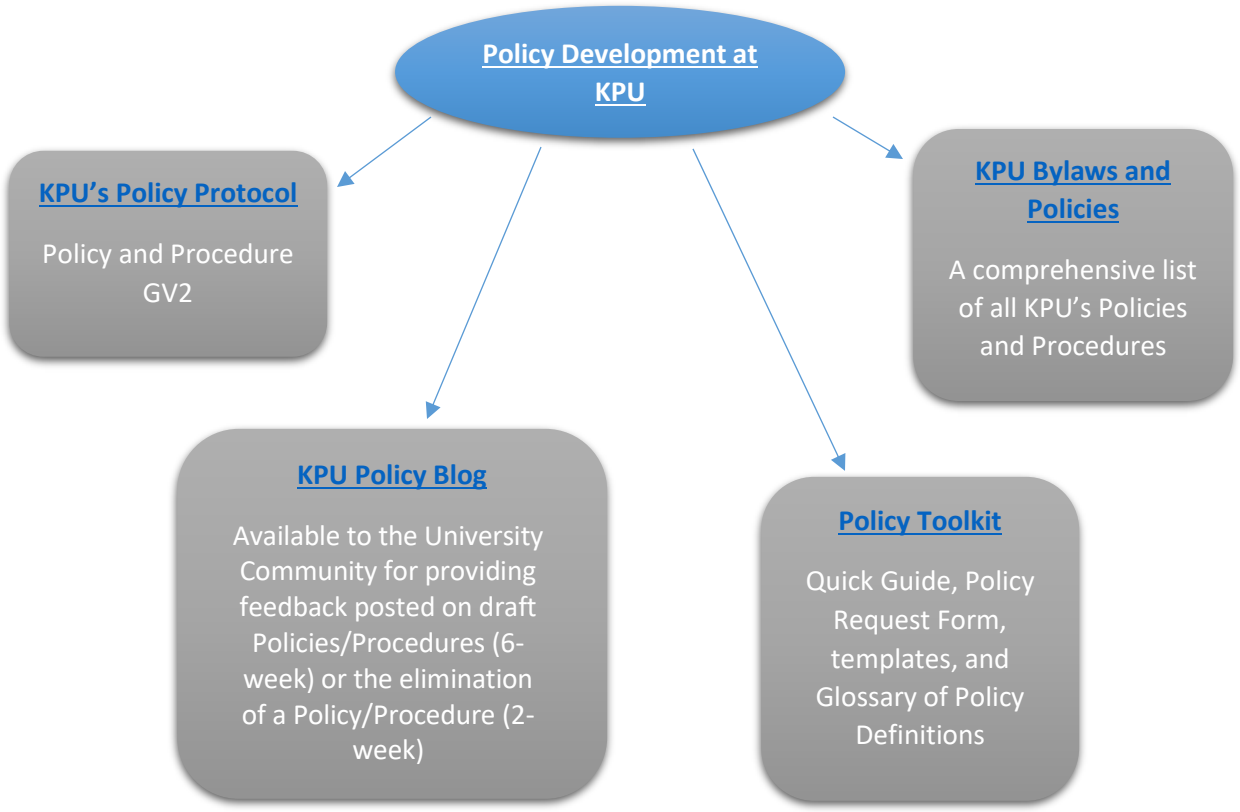
Quick Guide to Policy Development at KPU

Office of Policy Coordination (OPC)

A central office that coordinates policy maintenance, review, development and approval processes at KPU:

- Maintains official records of all policies and procedures as KPU's official policy holder.
- Responsible for the restructuring, implementation and ongoing maintenance of the KPU Bylaws & Policies website.
- Coordinates, facilitates, and supports policy review, development, and approval processes.
- Provides guidance to policy sponsors, developers, and working groups on policy development, approval timelines and associated requirements.
- Administers the KPU Policy Blog and provides oversight on all communication and activities on the Blog.
- Supports the Senate Standing Committee on Policy (and other relevant governance committees) on policy consultation, development and approval processes.

Where to start?



The Process

1. Policy Toolkit

Step 1	Complete the KPU Policy Request Form and submit it to the Office of Policy Coordination (**OPC**) via Josephine Chan, who will forward the request to the Policy Sponsor (administrative responsibility) for consideration. Once the request form is approved by the Policy Sponsor, the OPC will contact the Policy Developer (assigned by the Policy Sponsor to lead the policy development and approval process) to proceed to next steps.
Step 2	Obtain a copy of the Glossary of Policy Definitions from the Policy Toolkit webpage, and templates for Policy and Procedure from OPC.

2. Policy Development and Consultation Process

Step 3	Policy Developer to contact OPC to map out an approval timeline and associated requirements for the Policy.
Step 4	Policy Developer to consult with relevant stakeholders, develop draft Policy/Procedure. *Keep OPC informed on the progress.*
Step 5	Policy Developer to finalize drafts and seek approval from Policy Sponsor and Polytechnic University Executive (PUE) to proceed to public posting on the KPU Policy Blog.
Step 6	Policy Developer to submit draft Policy/Procedure to OPC for posting on the KPU Policy Blog. OPC will inform the University Community via a University Communicator announcement.
Step 7	Policy Developer to review and respond to blog comments during the public posting period.

3. Policy Approval Process

Step 8	Policy Developer to finalize drafts and seek approval from Policy Sponsor and PUE.
Step 9	OPC to submit final Policy and Procedure to the associated approving jurisdiction for final approval: a) President b) Senate c) Board of Governors d) Senate & Board of Governors
Step 10	OPC to publish approved Policy and Procedure, and communicates to the University Community via University Communicator.

Policy vs. Procedure

POLICY	PROCEDURE
What is policy? • Describe the rules that establish what will or will not be done. • Can range from a broad philosophy to specific rules. • Guide decision making by employees. • Are usually expressed in standard sentence and paragraph format. • Does not restate the law or ask others to follow the law. • Include **WHAT** the rule is, **WHY** it exists, **WHEN** it applies and **WHO** it covers.	**What is procedure?** • Describe the critical steps undertaken to achieve policy intent. • Are succinct, factual and to the point. • Are usually expressed using lists. • Include **HOW** to achieve the necessary result/compliance with the policy.

Writing policies:
 	
• Avoid use of "should" or "may" as these words imply choice.
• Questions that a policy statement typically answers:
  ➢ Who needs to follow the policy?
  ➢ In what situation(s) does this policy not apply? What are the major conditions or restrictions? What is expected of the employee or student? Are there exclusions or special situations?
  ➢ Who is making a decision and what do they consider in their decision?
	Writing procedure:
	
	• List steps to follow in order to comply with the policy, in the same order as in the policy.
	• List responsibility for each step.
	• Use one action per step – steps that contain more than one action can confuse the reader.
	• Wherever possible, start with an action verb, e.g., "Submit completed form to Academic Unit" rather than "The student should complete the form and then submit it to the Academic Unit".
	• Avoid too much detail - link to unit rules or work instructions on the University intranet if necessary.
	• Refer the reader to related documents, forms, work instructions/unit rules.

Questions?

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