

## LC3101: Policy and Procedure Development and Approval

<p>1. On the 4<sup>th</sup> Monday of every month, IRE sends a list of the policies that are due for review during the upcoming month to:</p> <ul style="list-style-type: none"> <li>• The responsible LC and AC members, for their call to action to review due policies.</li> <li>• Marketing, for their call to action to include the policies up for review in the upcoming month in the corresponding JC newsletter.</li> <li>• The AC policies list is sent to the Academics Office Coordinator to be provided monthly at the corresponding AC meeting.</li> <li>• The LC policies list is sent to the Chief of Staff, to be reviewed monthly at the corresponding LC meeting.</li> </ul>
<p>2. Policies are reviewed first by their responsible LC or AC member.</p>
<p>3. If there are no changes, the policy is marked as having been reviewed by the responsible AC or LC member and sent to the COO, who will then forward it on to IRE for their handling.</p>
<p>4. If there are minor changes (i.e., title changes or minor wordsmithing) this too will be sent to the COO, who will then forward it on to IRE for their handling.</p>
<p>5. If there are substantial policy changes, the policy will come before an LC or AC meeting for consideration. LC and AC members should feel free to err on the side of caution in determining if a policy change is substantial or not.</p>
<p>6. Following approval of the LC or AC, the policy as amended will be sent to the COO. If the COO feels it is necessary, they will review the policy with legal counsel and then bring the policy back to the LC or AC following legal review.</p>
<p>7. Following completion of the above, the COO will forward the policy as amended to IRE for their handling, along with a brief highlight of any significant changes made to the policy.</p>
<p>8. IRE then executes any formatting edits to the policy.</p>
<p>9. IRE saves a copy within the Q-drive for historical purposes and updates the policy review schedule / matrix accordingly.</p>
<p>10. IRE creates a Marketing website update request for the reviewed policy to be updated on the website and to be announced as having been reviewed in the JC newsletter. They will also offer the COO's brief highlight of significant changes made to the policy for the JC newsletter post.</p>
<p>11. Marketing then updates the website and JC newsletter as requested.</p>