



Policy

Policy Development			
Category	Governance, Ethics and Accountability	Policy #	GE 1.0
Policy Owner	Board of Governors	Effective Date	December 8, 2014
Policy Lead	President	Review Date	December 2017
Approved By	Board of Governors	Approval Date	December 8, 2014
Related Policies	ALL	Related Procedures	None

1.0 Policy Statement

Institute policies ensure that processes and practices align with the Institute's values, mission, strategic plan, and with legislative requirements. This policy ensures that the NAIT community has ready access to high quality, easily understood institute policies within a clear governance structure. Policies that are easy to find, read and understand will:

1. Support the institute's Comprehensive Institutional Plan and NAIT 2021.
2. Achieve accountability by identifying the offices responsible for Policies and related Procedures.
3. Support faculty, staff and students and allow them to be held accountable by providing clear, concise direction.

All Policy and related Procedure development, approval and maintenance will be in compliance with the *NAIT Policy & Procedure Framework* document.

The Board has ultimate authority over all NAIT policy and retains the authority to establish and revise Board policies. The Board delegates its authority to establish and revise Academic and Administrative policies and procedures related to NAIT's management and operation to NAIT's executive.

2.0 Scope

This policy addresses the development, implementation, maintenance, and retirement of Institute policies – Board, Academic, and Administrative – and applies to all institute schools, departments, faculty, contractors, staff and students.

3.0 Definitions

Term	Definition
Policy	A policy is an overarching statement of principal that mandates or constrains the performance of activities to achieve institutional goals and objectives. A policy enables compliance with applicable legislation, regulations and contractual obligations, reflects the institution's values, mission and vision, and promotes accountability.
Board Policies	Board Policies provide governance and accountability, manage financial and risk matters, and set strategic direction for the institute.
Academic Policies	Academic Policies directly affect the pedagogical and research objectives of the institute and/or directly affect student life at the institute.
Administrative Policies	Administrative Policies govern the operations of the institute and are applicable to all areas of the institute, including faculty, contractors, staff and students.
Procedure	<p>A Procedure is a written, approved specification for execution of an activity. A Procedure provides guidance and/or is a series of interrelated steps, using established methods and/or forms and is designed to achieve consistent approach for compliance with applicable Policy.</p> <p>A Procedure must have a Policy associated with it.</p>

4.0 Guiding Principles

4.1 Policy Development

Any person at NAIT can identify an institute-wide issue. Policy development will be a consultative process with stakeholders and will follow the procedures and approval in accordance with *NAIT Policy & Procedure Framework* document.

4.2 Policy Format

All policies are to follow a standard format to ensure consistency across all policies (Board, Academic, and Administrative) as outlined in the *NAIT Policy & Procedure Framework* document.

4.3 Policy Review, Maintenance and Retirement

All Policies will be kept current within a framework of an organized system of change control and review. All policies are to be reviewed according to the published review date and revised or removed if appropriate.

4.4 Policy Structure and Organization

The NAIT Policies website will list all policies by name and category and will provide links to related procedures. Policies will be assigned to one of the following categories:

Board Policies – Policies regarding Governance; Ethics and Accountability; Financial and Risk Management; Strategic Matters; Selection and Admission of Students; Programs of Instruction; and Academic Awards.

Academic Policies – Policies regarding Admissions and Student Records; Instruction and Programming; Student Rights and Responsibilities; Student Services; and Innovation and Applied Research.

Administrative Policies – Policies regarding External Relations; Facilities Management; Finance and Operations; Fundraising and Sponsorship; Health and Safety; Human Resources Information Technology; and Security and Parking.

4.5 Policy Location

To ensure ready access to Institute policies and transparency, NAIT will maintain an official NAIT Policies webpage (<http://www.nait.ca/policies>) with the most current approved version of all institute policies, with links to applicable procedures. The documents on NAIT's Policies webpage will constitute the official repository for institute-wide policies for NAIT. All Policies and Procedures will be available externally on the internet.

5.0 Other Related Documents

NAIT Policy & Procedure Framework