	THE SHERIDAN COLLEGE INSTITUTE OF TECHNOLOGY AND ADVANCED LEARNING
Title: Policy One – Development and Management of Policy and Procedures (Policy)	

Original Date: June 1, 2016 **Date of Approval:** December 4, 2025	**Effective Date:** December 4, 2025 **Last Review Date:** December 4, 2025	**Approved By:** ☒ Board of Governors ☐ President and Vice Presidents

1. Purpose

The purpose of this Policy is to establish a consistent approach to the development and management of Sheridan's Policies and Procedures to ensure that Members of Sheridan and other users have ready access to well-developed and clear directives and to ensure that Sheridan's Policies and Procedures are developed in accordance with the Province of Ontario's Ministry of Training, Colleges and Universities' Binding Policy Directives and any other applicable governing laws and/or regulations.

2. Scope

This Policy outlines the steps for formulation, consultation, approval, issuance, amendment, and withdrawal of Sheridan's Policies and Procedures; and defines the roles and responsibilities of responsible individuals and offices. This Policy applies to the entire Sheridan community and governs both Administrative, Board of Governors, and Academic Policies and Procedures.

Sheridan strives to formally approve, issue, and maintain all Policies and Procedures using a consistent process and format.

Individuals responsible for developing and maintaining Sheridan Policies must follow the requirements outlined in this Policy for drafting, approving, revising and withdrawing Sheridan Policies.

The Board of Governors maintains jurisdiction over the development and implementation of documents that guide their fiduciary responsibilities and their own operations.

3. Definitions

Approving Authority: The body that has the authority to approve policies at Sheridan. This includes the Board of Governors and President and Vice Presidents (PVP).

Members of Sheridan: This includes employees, Board of Governors, Students, volunteers, Contractors, visitors, and any other persons at Sheridan.

Policy: A statement on an organization's position on a given subject. Policies deal with the "what" and the "why" aspects of a situation and guide an organization to a desired outcome. A policy should not contain procedural detail. Policies will:
- provide guiding and/or governing principles to be followed in carrying out the activities of the institution;
- establish key requirements and responsibilities;
- help to ensure compliance with applicable laws, promotes operational efficiencies and sustainability, advances Sheridan's mission, and/or reduces institutional risks;
- have broad application throughout Sheridan and is binding on Members of Sheridan; and
- be approved by the Board of Governors and PVP, as applicable.

Procedure(s): A series of written instructions that describe the recommended steps of a particular sequence of events. They deal with the "who" and "how" aspects of a situation. Procedures are generally used to supplement operational policies by describing how they will be complied with. Procedures will:

- articulate the method by which a Sheridan Policy is carried out;
- identify roles and responsibilities; and
- be approved by the Responsible Executive.

Responsible Executive:

The PVP who is designated to be responsible and accountable for the development, implementation, maintenance and review of a Sheridan Policy. More than one Responsible Executive may be designated for a particular Policy.

Responsible Office:

An area and/or office of Sheridan that is responsible for developing and administering a Policy and drafting and maintaining Procedures under the direction of the Responsible Executive. More than one Responsible Office may be designated for a particular Policy or Procedure.

4. Policy Statement

1. General

1.01 Sheridan Policies shall be:
- presented in common format using the template for Policy documents;
- formally approved by the Board of Governors and PVP, as applicable;
- reviewed by relevant internal stakeholders including, but not limited to relevant VP, faculty/manager, Office of the General Counsel, Human Resources, as applicable, and accessible to all interested parties upon request or electronically on Sheridan's Website;
- linked electronically to Procedures and Forms related to implementing the Policy;
- maintained by the Responsible Executive or Responsible Office.

2. Policy Development and Approval Process

2.01 The Chief Governance Officer will liaise with Policy leads to create an ad-hoc and informal Policy Review Working Group (i.e. relevant stakeholders) to provide recommendations and guidance to Sheridan staff on the development of policies related to the work of the Board of Governors, administrative staff, and academic activities. The approval process will depend on the type of policy under review.

- *Administrative Policies*: Provide a recommendation to the President via the relevant Vice President, ensuring due process has been done. Once adequate consultation has been completed, the policy will go to PVP for approval.

- *Academic Policies*: Provide a recommendation to the President via the relevant Vice President, ensuring due process has been done. Once adequate consultation has been completed, the Policy will go to PVP for approval. Policies that are mandated by the Ministry or are required by legislation (e.g., new programs of instruction) will be approved by the Board through a recommendation from the Academic and Student Affairs Committee.

- *Board of Governors Policies*: Provide a recommendation to the President via the relevant Vice President, ensuring due process has been done. Once adequate consultation has been completed, the Policy will go to the Governance and People Committee to recommend that the Policy is approved by the Board of Governors.

2.02 New Policies or changes to existing Policies are developed by the Responsible Executive or their designates in accordance with the standards and Procedures, and includes a consultation process with stakeholders, as necessary.

2.03 The Chief Governance Officer may have oversight over changes to a Policy, provided that such changes are considered minor and provided that such changes are approved by the Responsible Executive, as applicable.

2.04   A Sheridan Policy becomes operational and effective upon approval or at a later effective date specified by the approving authority.

2.05   Appendix A summarizes the review and approval of Policies at Sheridan.

3. Policy Implementation and Review

3.01   Responsible Offices shall develop Procedures in connection with the Policy at the time of the approval and subsequent implementation of such Policies within their purview, and for timely review and updating of the Policies as appropriate. Such Procedures are subject to approval by the Responsible Executive.

3.02   Policies will be reviewed on an as needed basis to ensure Policy documents are accurate and in alignment with operational requirements. The exception to this is any policy that is governed by legislation that specifies periodic review and approval.

3.03   Minor changes that are editorial in nature (e.g., referencing a change to the name of an office, a position or legislation) and do not change the Policy intent envisioned by the policy do not need to go through the full Policy development cycle.

3.04   A workplan outlining the schedule for an annual policy review will be presented to PVP for approval. Policy leads will develop Policy work plans for submission on a yearly basis to allow for adequate planning.

4. Policy Amendment or Revocation

4.01   Upon review, if it is determined that a Policy should be amended or revoked, the amendment or revocation will require approval from the original Approving Authority.

5. Process Regarding Policies and Procedures

5.01   Sheridan's Policies and Procedures shall be maintained and posted by the Office of General Counsel. Questions regarding this process may be directed to the Office of General Counsel.

5. RELATED DOCUMENTATION

[Policy Template](#)

Appendix A: Policy Approvals at Sheridan

Administrative Policies → Consult with impacted stakeholders → PVP → Implement

Recommend for approval (Administrative Policies path)

Approve (Administrative Policies path)

Academic Policies (subset of administrative policies) → Consult with impacted stakeholders → PVP → Implement

Recommend for approval (Academic Policies path)

Approve (Academic Policies path)

Academic policies that are mandated by the Ministry or are required by legislation (e.g., programs of instruction, program cancellation)

Academic and Student Affairs Committee

Board Policies → Consult with impacted stakeholders → Governance and People Committee → Board → Implement

Recommend policy for approval by Board

PVP for Information

Recommend for approval (Board Policies path)

Approve (Board Policies path)

Some policies may be sent to the Board for information