

College Policy Development Checklist

This checklist is designed to assist in the development of College policy and should be reviewed in tandem with the [Development Process flowchart](#).

Provide Rationale for Policy Development

- Is a policy required? Can the matter be directed by improved communication or documented procedures?
- Is there an existing policy with a similar intent?

Obtain Approval to Proceed with Development

- Discuss policy proposal with the appropriate Senior Leadership Team member or Education Council Chair (as applicable).
- Upon approval, proceed with policy development.

Develop Draft Policy

- Have you reviewed the Content Development Guidelines?
- Have you downloaded the [Policy document template and the Procedures document template](#)?
- Have you examined policies from similar institutions for comparison and best practices?
- Does the policy conform to relevant legislation or government regulations?
- Have you obtained a policy number from the Policy Office?
- Is the policy easy to read and understand?
- Have you separated procedures from the policy?
- Have you adequately defined key terms in the policy?

Consultation

- Have you consulted with subject area experts and/or authorities? (e.g. Langara Leadership Team or Academic Planning and Priorities Committee)
- Have you consulted with departments who may be impacted by the policy?

Finalize Draft and Submit for Approval

- Has the Policy Office reviewed the draft for compliance and completeness?
- Has it been reviewed by the applicable Senior Leadership Team member?
- Has the final draft been placed on the agenda of the approving or recommending body? (Education Council or Langara Council)
- Have you completed [EDCO10 Academic Policy form](#) for policies approved by Education Council and forwarded it to the Education Council Department Assistant?

Once approved, the Policy Office will provide assistance to post the policy to the website and announce the policy to the College Community.