

Policy Development Policy

Last revised: June 2024

1.0 Policy Review and Development

1.1 VCCFA policies will be reviewed at least one every five (5) years

1.2 The Secretary, in consultation with the President, is responsible for initiating policy review and development, for keeping policies up to date, and for bringing any policies that need review to the Executive and the membership.

1.3 Any member can suggest a new policy or a change to an existing policy by contacting the Faculty Association Office. The Secretary will provide a response.

1.4 The Executive will review annually the level of compliance with policies and identify any concerns.

2.0 Review Process

2.1 The Secretary will identify annually which policies should be reviewed and bring a list to the Executive for approval. This list will include planned development of new policies, review of existing policies or archiving and rescinding of existing policies.

2.1.1 Policy review can be initiated at any other time of the year if a need is identified.

2.2 The Secretary will establish any working groups necessary for policy development; the working groups may include members of the Executive, any members of the VCCFA with relevant expertise, or external experts as needed.

2.3 The Secretary will present draft policies to the Executive for review and approval to send to the membership.

2.4 The Secretary will present draft policies to the membership at a General Meeting for final approval. Policies must be sent out at least one week before the General Meeting.

3.0 Communication

3.1 Approved policies will be posted on the VCCFA website.

3.2 Previous versions and archived policies will be kept by the VCCFA Office permanently.