

CASPP024- Policy Management Policy Procedures

1. Purpose

The aim of these procedures is to ensure that the necessary measures considered when developing or reviewing a policy are clear procedures implemented in a consistent manner across the Colleges of Applied Sciences.

2. Abbreviations/ Definitions

For purposes of these procedures, unless otherwise stated, the following abbreviations and/or definitions shall apply:

CAS: Colleges of Applied Sciences

BoT: Board of Trustees

DG: Director General of CAS

PEU: Performance Evaluation Unit at the DG Office

3. Procedures

1. Any department and/or center at the college may propose to develop an existing policy by using the policy development/ review template (attachment 1) on the basis of the Need Analysis Table.
2. The proposal shall then be put forward to the College Council to be reviewed and recommended to the DG.
3. Hereafter, the proposal shall then be submitted to the PEU at the DG Office to study, review, confirm the need for the proposal, and to form a working team.
4. The working team shall design a time plan to review and/or develop the policy under observation as well as to identify all the resources required to accomplish the task.
5. The leader of the working team has to submit a copy of the draft policy to the PEU along with the policy operational plan that includes responsible parties, required resources and an execution timeline.
6. When a policy review date is due, the PEU shall announce the review date and form a policy review team.
7. The PEU shall review the policy, prepare a draft and forward it to CAS for further review and feedback.

8. The policy review team shall endorse CAS feedback, prepare the final draft and forward it to the PEU, which in turn shall initiate the policy accreditation phases by the BoT after being approved by the Academic Council.
9. Following accreditation of the policy, the DG shall upload the policy to CAS websites and circulate it to CAS colleges. The latter shall inform stakeholders.
10. The policy's operational plan shall be activated, monitored and evaluated by the Quality Assurance departments at college level.
11. The colleges shall send periodical reports on the implementation of the policy to the DG.
12. Thereafter, the policy will be reviewed as per the stated policy review date.

4. Supporting Materials

Policy Development/ Review template
Policy procedure template
List of CAS policies and their review dates

5. Approval Agency

Board of Trustees

6. Approval Dates

In relation to the revision and development of the current policy procedures of CAS's Bylaws, and the regulations and circulars, which govern the work of CAS, the following dates shall be observed:

These procedures were originally approved on: 18/ 10/ 2018

This version takes effect from: 18/ 10/ 2018

These procedures will be reviewed by: 18/ 10/ 2020

7. Procedures' Sponsor

Director General of CAS

8. Contact person/office

PEU at the DG Office