

POLICY DEVELOPMENT PROCEDURES

Policy Hierarchy link		MTC Policy Framework			
Responsible Officers		Chair of the Governing Board Secretary to the Governing Board			
Superseded Documents		Nil			
Review Date		December 2016			
Associated Documents		Moore Theological College Ordinance 1984 (amended 2009, 2011). Provisions Relating to the Structure, Operations, Membership and Delegations by the Governing Board to the Academic Board 2011 (amended 2013). Moore Theological College Register of Delegations.			
Version	Endorsed by	Date	Authorised by	Approval Date	Effective Date
1.0	Academic Board	August 2013	The Principal	March 2014	March 2014

1 PURPOSE AND SCOPE

This document sets out the process for the development, approval and review of Moore Theological College policies. The process is applicable to all policies and procedures – academic, administrative and financial – subject to authorisation by the Governing Board or the Principal.

2 DEFINITIONS

Governing Board	The Governing Board of Moore Theological College as set out in the MTC Ordinance.
Academic Board	The Academic Board of Moore Theological College as set out in the MTC Ordinance and the subsidiary Provisions Relating to the Academic Board approved by the Governing Board as amended.
Policy	A document identified as a “Policy” of MTC, setting out the principles guiding the operations of MTC and which is subject to legislation, the MTC Ordinance, the MTC strategic plan and other resolutions of the Governing Board, authorised by the Governing Board
Procedure	A document identified as a “Procedure” of MTC setting out the processes for implementation of MTC policy and which is subordinate to the relevant policy or legislation, authorised by the Principal.
Register of Delegations	The Governing Board-approved document setting out authorities for individuals or formal committees to act under delegation from the Governing Board.
Policy Development Group	A group nominated by the Governing Board, Academic Board or Principal to review and/or develop a specific policy or procedure, under a nominated chair who will normally be a senior academic or administrative person.
Responsible Officer	A formal position within MTC responsible for implementation of a Policy and/or Procedure and who would typically chair the relevant Policy Development Group.

3 PROCEDURE

Policy creation and maintenance will follow a four-step process – Planning, Development, Authorisation and Review.

- Planning
- New or revised policy may be developed in response to various factors such as changes in legislation or government policy, MTC strategic plans or identification of policy gaps.
 - Preliminary planning will involve checking existing policies or procedures that may be modified or extended to cover additional matters under consideration.
 - If a need for a new or extended policy is established a policy development group will be established under the oversight of a responsible officer indicted by the Governing Board, Academic Board or Principal, with a development timeframe.
- Development
- Adequate consultation with faculty and staff (and students where appropriate) is essential during development of all policies and procedures.
 - In development of new policy and associated procedures, the Policy Development Group will take into account relevant legislation, MTC strategic plans and other documents that directly affect the proposed policy. Similar polices at equivalent institutions should be reviewed.
 - The group will be assisted by senior administrative staff and may require legal or other professional advice from outside MTC.
 - Resulting documents should be concise, written in plain English, use terminology consistent with exiting MTC definitions, and ensure clear separation between policy (principles) and procedures (implementation).
 - There must be proper version control, especially the version of the policy approved by the Governing Board or procedure approved by the Principal.
- Authorisation
- All academic policies (with and including explanatory notes) will be submitted to the Governing Board for approval on the endorsement of the Academic Board and recommendation of the Principal. Non-academic policies will require the recommendation of the Principal but should be submitted to the relevant subcommittee of the Governing Board prior to approval.
 - All procedures relating to academic policies or external legislation will be submitted to the Principal for approval on the recommendation of Academic Board. Non-academic procedures will require just the approval of the Principal.
 - All policies and procedures will be set out in the approved format, and current versions placed on the MTC Register of Policies and Procedures immediately following authorisation, with superseded versions removed.
 - Some policy revisions will require changes to the Register of Delegations
- Review
- All policies and procedures must be reviewed within four years of authorisation.
 - New or revised policies and procedures should be advertised to all members of MTC immediately following approval.

4 REVIEW & HISTORY

All changes to policies and procedures must be properly approved with revised version number (as indicated in the format below). Major revisions will be reflected in a new principal version number.

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	The Principal	March 2014	March 2014	New procedure