



POLICY:	Protocol For Policy Development
FIRST DRAFT:	
ADOPTED:	BR 2014#04
AMENDMENTS:	
REVIEW:	June 2019



Protocol for Policy Development¹

Approval for Development / Amendment of a College Policy

A call for a College Policy may be initiated by the Executive Team, *An Chomhairle Acadúil* another College Body or Committee, individuals or groups within the College Community. The need for a College Policy must be formally communicated to the Executive Team and agreed there. All policies, guidelines and protocols of Mary Immaculate College, will reflect the Colleges commitment to the promotion of equality and will be fully compliant with the provisions of prevailing equality legislation.

In the case of existing College Policies, amendments may take place in two ways:

1. Each policy will have a specified review period. The Executive Team will monitor the review dates of all policies. It will direct that the required review take place and nominate a review group to undertake this task and recommend any amendments it should deem appropriate.
2. A call for amendments to an existing College Policy, as required by any relevant circumstances arising, may be initiated by the Executive Team, another College Body or Committee, individuals or groups within the College Community as circumstances require. The need for such an amendment to a College Policy must be formally communicated to the Executive Team, and agreed there.

The **critical path** for development of a new College Policy or amendment to an existing College Policy shall be the same and is as follows overleaf.¹

Version 1 approved by *An tÚdarás Rialaithe*, UR 2008#6, 26 September, 2008. Version 2 approved by *An tÚdarás Rialaithe*, UR 2009#7, 18 December, 2009. Version 3 approved by *An tÚdarás Rialaithe*, UR 2010#6, 17 September, 2010.

Version 4 approved by *An tÚdarás Rialaithe* UR 2011#3, 25 March, 2011.

Version 5 approved by *An tÚdarás Rialaithe* UR 2013#03, 9 October 2013

Version 6 (this version) before *An tÚdarás Rialaithe* UR 2014#04, 17 December 2014

Critical Path for Adoption / Amendment of a College Policy

Process Stage	Action(s).	
1.	Commencement	Commencement of policy development / amendment process notified to <i>An tÚdarás Rialaithe</i> and all staff (and MISU ⁱ as appropriate) by AVPA ⁱⁱ .
2.	Nomination of Author(s)	Nomination of Author(s) of Draft Policy by the Executive Team.
3.	Drafting & Review	Successive drafts completed by Author(s) and reviewed by the Executive Team.
4.	Communication & Consultation	Draft Policy circulated to all MIC Staff by AVPA, for information. Draft Policy circulated to Staff Unions by HRM ⁱⁱⁱ , FMC ^{iv} s and the Equality Committee by AVPA, for suggested substantive amendments. Submission of suggestions for substantive amendments (via HRM / AVPA, as appropriate) to take place within <u>6</u>
5.	Finalisation of Draft	Finalisation of text of Draft Policy by the Executive Team.
6.	Adoption	Adoption of College Policy by An tÚdarás Rialaithe.
7.	Notification	All parties notified of adoption of Policy immediately (College Community via AVPA and Unions via HRM) and invited to view the Policy on the MIC Website (with appropriate link provided). Policy added to Staff Handbook by HRM.

ⁱ Mary Immaculate College Students' Union

ⁱⁱ Associate Vice President Administration

ⁱⁱⁱ Human Resource Management

^{iv} Faculty Management Committees