



**University
of Victoria**

Date: March 23, 2015
To: Members of the Board of Governors and Senate
From: Prof. Jamie Cassels, President
Re: 2014 Policy Review Annual Report

1. Introduction

The university's Policy on University Policies and Procedures (GV0100) was approved by Senate and the Board of Governors in order to establish a consistent framework for the development and review of university policies and procedures. The goal in implementing the policy framework is to create and maintain a collection of user-friendly policies and procedures that is current and relevant to the needs of the university community.

This report responds to the requirement in the Policy on University Policies and Procedures to report annually to Senate and the Board of Governors on the development and review of university policies and procedures. The Policy states:

The President will report annually to the Board of Governors and the Senate on University Policies developed and reviewed during the year and the action taken or recommended.

The report also identifies university policy related priorities for 2015.

2. Update on the Implementation of the Policy Framework

Overall, the university continued its progress in 2014 in implementing the university policy framework. The responsibility for drafting of new policies and the revising of existing policies has been assumed by the president's office or individual vice-presidents' offices. The University Secretary's office continues to coordinate policy development and ensures new policies and policy changes are consistent with the Policy on University Policies and Procedures.

3. Summary of 2014 and early 2015 (January – March 31) Policy Activities

(a) *New Policies and Procedures Developed or Under Development*

In 2014 and early 2015 (January – March 31), the following new university policies and procedures were approved or were under development:

APPROVED - 2014

Policy or Procedure	Purpose and Rationale for Development
1. Policy (and Procedures) on Art Collections (BP3310)	Completed: May 27, 2014
2. Policy on University of Victoria Art Museum (BP3315)	Completed: May 27, 2014. Replaced rescinded Maltwood Art Museum and Gallery policy (BP3300)

APPROVED – 2015 (January – March 31)

Policy or Procedure	Purpose and Rationale for Development
1. Future Employment Restrictions Policy (GV0240)	Completed: February 2015

UNDER DEVELOPMENT

Policy or Procedure	Purpose and Rationale for Development
1. Procedures for Appointment, Review and Re-Appointment of Associate Deans (consolidation) (NEW)	Under development
2. Booking of University Facilities or Space for Secondary	Under development. To replace the existing booking policies.

Policy or Procedure	Purpose and Rationale for Development
Purposes (NEW: BP3700)	
3. Communication Policy (NEW)	Under development
4. Poster, Banner and Handbill Guidelines (NEW)	Under development
5. Research Funding Management and Financial Accountability (NEW)	Under development

(b) *Revised Policies and Procedures*

In 2014, the following university policies and procedures were revised:

Policy or Procedure	Summary of Amendments
1. Procedures for Academic Accommodation & Access for Graduate Students with Disabilities (Policy on Academic Accommodation and Access for Students with Disabilities - AC1205)	Completed: May 1, 2014
2. Procedures on Curriculum Submissions (Policy on Calendar Submissions - AC1120)	Completed: May 2, 2014
3. Fair Dealings Guidelines (Records Management Policy - IM7700)	Completed: March 11, 2014
4. Professional Development Expenses – Excluded Management and Confidential Staff (HR6400)	Completed: March 17, 2014
5. Secure Destruction Guidelines (Records Management Policy – IM7700)	Completed: November 2014
6. Short Term Investment Policy (FM5200)	Completed: December 2014

In early 2015 (January – March 31), the following university policies and procedures have been or will be revised:

Policy or Procedure	Summary of Amendments
1. Academic Program Review (AC1145)	Completed: January 2015
2. Electronic Records Management Guidelines (Records Management Policy IM7700)	Completion April 2015
3. Motor Vehicle Pool Policy (AD2315)	Completed: February 2015
4. Policy on University Policies and Procedures (GV0100)	Completed: January 2015
5. Purchasing Services Policy (FM5105)	Completion March 2015
6. Selection of Administrative Registrar & Executive Director, Student Enrolment (GV0400)	Completion Spring 2015
7. University Information Security Classifications Procedures (Information Security Policy (IM7800) and Protection of Privacy Policy (GV0235)	Completed: January 2015

(c) *Rescinded Policies and Procedures*

In 2014 and 2015, the university rescinded the following policies and procedures that no longer met the university policy standard or had been superseded by other policies or documents.

RESCINDED - 2014

Policy or Procedure	Rationale for Rescinding
1. Ethical Assessment of Institutional Quality of Programs and Services (AD2205)	Rescinded – The policy did not meet the university policy standard pursuant to the <i>Policy on University Policies and Procedures (GV0100)</i> . In order to meet the university policy standard, a policy must be current and relevant. University policies must also

Policy or Procedure	Rationale for Rescinding
	be principle-based statements to be followed in carrying out the activities of the university and must have broad application throughout the university.
2. Maltwood Art Museum and Gallery (BP3300)	Rescinded – The existing policy was replaced with the Policy on University of Victoria Art Museum (BP3315)

RESCINDED – 2015 (January – March 31)

Policy or Procedure	Rationale for Rescinding
1. Policy on Strategic Alliances (FM5110)	Rescinded – It is not anticipated that there will be a need for future strategic alliances. The Policy no longer meets the university policy standard pursuant to the <i>Policy on University Policies and Procedures (GV0100)</i> . In order to meet the university policy standard, a policy must be current and relevant. University policies must also be principle-based statements to be followed in carrying out the activities of the university and must have broad application throughout the university.

(d) *Policies with Transferred Approving Authority*

In 2014 no approving authorities were transferred based on current organizational responsibilities.

4. University Policy Goals and Priorities for 2015

- (a) *Finalize University Policies Under Review – brought forward from previous years (2011, 2012 and 2013)*

Policy or Procedure	Status
1. Teaching and Organization of Courses and Programs (AC1150)	Targeted for completion in Spring 2016
2. Accommodation for Students on Days of Religious Observance (AC1210)	Targeted for completion in Spring 2016
5. University Facility and Space Booking policies: (a) External Bookings of University Space (BP3400) (b) Use of University Facilities of Academic Departments by External Organizations (BP3405) (c) University Centre Foyer Booking (BP3410) (d) University Centre A180 Booking (BP3415) (e) Operation of the Cadboro Commons Building (BP3420) (f) Booking Policy - Residence & Food Facilities (BP3425) (g) Booking of Physical Education, Athletics and Recreational Facilities (BP3430) (h) University Centre Auditorium: General Use & Booking (BP3435)	Under review as part of project to review university's booking policies. Targeted for completion in Spring 2016
6. Booking of University Facilities or Space for Secondary Purposes (NEW: BP3700)	Targeted for completion in Spring 2016
7. Policies related to student residences (a) Student Residences Policy	Targeted for completion in Fall 2015

Policy or Procedure	Status
(BP3500) (b) Operation of Family Housing Policy (BP3505) (c) Residence Services - Budget Policy (FM5515)	
8. Signing Authority (FM5100)	Targeted for completion in December 2015
9. Intellectual Property (GV0215)	Completion delayed
10. Statement of Policy Regarding Deans of Faculties (GV0660)	Targeted completion in Spring 2016
11. Procedures for the Appointment of Chairs of Departments or Divisions (GV0700)	Targeted for completion in Spring 2016
12. Prevention of Violence in the Workplace (SS9120)	Targeted for completion in Spring 2016
13. Social Responsibility and UVic Investments Policy (FM5215)	Targeted for completion in December 2015
14. Determination of Employment Relationship (HR6325)	Completion delayed
15. Distribution of News and Information Publications on Campus (IM7400)	Under review as part of project to review the university's communication policies
16. Liquor Policy (AD2400)	Targeted for completion in Spring 2016
17. Discrimination and Harassment Policy (GV0205)	Targeted for completion in Spring 2015
18. Purchasing Services Policy (FM5105)	Targeted for completion in March 2015
19. Protection of Privacy Policy (GV0235)	Targeted for completion in Fall 2015
20. Records Management Policy (IM7700)	Targeted for completion in Fall 2015
21. Information Security Policy (IM7800)	Targeted for completion in Fall 2015

(b) *Finalize University Policies Targeted for Review in 2014*

Policy or Procedure	Status
1. Establishment of Diploma and Certificate Programs (AC1135)	Targeted for completion in Spring 2016
2. International Fieldwork and Travel Policy (AD2210)	Targeted for completion in Fall 2015
3. Internal Audit (GV0220)	Targeted for completion in December 2015
4. Risk Management Policy (GV0225)	Targeted for completion in December 2015
5. Establishment and Review of Research Centres (RH8300)	Targeted for completion in 2016

(c) *University Policies/Projects Targeted for Review in 2015*

Policy or Procedure	Status
1. Educational Services Contract (AC1100)	Targeted for completion in Spring 2016
2. Flag Display policy and procedures (AD2300)	Targeted for completion in Fall 2015.
3. Bookstore Budget Policy (FM5505)	Targeted for completion in Spring 2016
4. Conflict of Interest and Confidentiality policy (GV0210)	Targeted for completion in Fall 2015
5. Auditor Independence: Retention of External Auditors for Audit, Tax and Other Non-Audit (GV0230)	Targeted for completion in 2015
6. Appointment of Non-Academic Associate Vice-Presidents and Non-Academic Assistant Vice-Presidents (GV0345)	Targeted for completion in Spring 2016
7. Appointment and Review of the Head of the Division of Medical Sciences (GV0500)	Targeted for completion in Spring 2016

(d) *Other Policy Related Priorities*

Other university policy-related priorities for 2015 include:

- continue to identify and rescind or relocate university policies and procedures that no longer meet the university policy standard; and
- continue to analyze and determine where additional new university policies and procedures are required and where related policies can be consolidated.