



University
of Victoria

Date: February 25, 2016
To: Members of the Board of Governors and Senate
From: Prof. Jamie Cassels, President
Re: 2015 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 of the policy framework is to create and maintain a collection of user-friendly policies and procedures that are 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. S. 20.00 of 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 2016.

2. Update on the Implementation of the Policy Framework

Overall, the university continued its progress in 2015 in implementing the university policy framework. The responsibility for drafting of new policies and the revising of existing policies has been assumed by the Designated Executive Offices (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*.

In December 2015, with the support of the university executive, the University Secretary's office initiated a project that will support the policy review and renewal work of the university including the work of the Designated Executive Offices.

3. Summary of Policy Activities from April 1, 2015 to January 31, 2016

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

Since April 1, 2015, no new university policies or procedures were approved. The following new policies and procedures were under development:

Policy or Procedure	Purpose and Rationale for Development
1. Procedures for the Appointment, Review and Re-Appointment of Associate Deans (consolidation) (NEW)	Under development. New policy to consolidate the appointment procedures for Associate Deans into one "umbrella" policy, similar to the consolidated decanal policy GV0450.
2. Booking of University Facilities or Space for Secondary Purposes policy (NEW)	Under development. New policy to replace the following existing booking policies BP3400, BP3405, BP3410, BP3415, BP3420, BP3425, BP3430, BP3435
3. Communication Policy (NEW)	Under development. New policy to replace the Distribution of News and Information Publications on the Campus policy (IM7400) and provide procedures for broadcast emails (currently in policy IM7200) and brand guidelines (currently Licensing Program policy AD2215).
4. Poster, Banner and Handbill Guidelines (NEW)	Under Review. Revised document will update guidelines on the posting of posters/banners on university property; the use of university Notice Boards; the distribution of handbills; and chalking on university property.
5. Research Funding Management and Financial Accountability policy(NEW)	Under development. New policy to clarify the management of research grants and deal with unauthorized over-expenditure.

(b) *Existing Policies and Procedures Under Development*

The following policies and procedures were under development:

Policy or Procedure	Purpose and Rationale for Development
1. Procedures for the Appointment of Chairs and Departments or Divisions (GV0700)	Under Review. Scheduled for completion 2017 – subject to consultations
2. Protection of Privacy policy (and associated Procedures) (GV0235)	Under Review. Scheduled 3-year review.
3. Records Management policy (and associated Procedures)(IM7700)	Under Review. Scheduled 3-year review.
4. Information Security policy (and associated Procedures)(IM7800)	Under Review. Scheduled 3- year review.

(c) *Revised Policies and Procedures*

Since April 1, 2015, the following university policies and procedures were revised:

Policy or Procedure	Summary of Amendments
1. Building and Grounds Usage policy (BP3105)	Minor editorial changes. Completed: April, 2015
2. Furnishings, Fittings, Finishes and Artwork policy (BP3130)	Minor editorial changes. Completed: April, 2015
3. University Signage policy (BP3140)	Minor editorial changes. Completed: April, 2015
4. Discrimination and Harassment policy (and associated procedures) (GV0205)	Minor revisions to bring in line with WorkSafe BC policies. Completed: June, 2015
5. Procedures for the Selection of the Registrar (GV0400)	Revised. Completed: May, 2015

Policy or Procedure	Summary of Amendments
6. Professional Development Expense Policy for PEA staff (HR6420)	Revised. Completed: June, 2015
7. Travel and Business Expenses policy (HR6500)	Editorial changes. Completed: April, 2015
8. University Smoking policy (AD2405)	Editorial changes. Completed: April, 2015

(d) *Rescinded Policies and Procedures*

Since April 1, 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.

Policy or Procedure	Rationale for Rescinding
1. Appointment of Foreign Academics (HR6320)	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 be principle-based statements to be followed in carrying out the activities of the university and must have broad application throughout the university.

(e) *Policies with Transferred Approving Authority*

In 2015 no approving authorities were transferred based on current organizational responsibilities.

4. University Policy Goals and Priorities for 2016

- (a) *Finalize University Policies Under Review – brought forward from previous years (2011-2015)*

Policy or Procedure	Status
<p>1. University Facility and Space Booking policies:</p> <ul style="list-style-type: none"> (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) 	<p>Under review as part of project to review and combine the university's booking policies. Targeted for completion in 2016.</p>
<p>Policies related to student residences</p> <ul style="list-style-type: none"> (a) Student Residences Policy (BP3500) (b) Operation of Family Housing Policy (BP3505) (c) Residence Services - Budget Policy (FM5515) 	<p>Completion delayed. Targeted for completion in 2017</p>
<p>2. Signing Authority (FM5100)</p>	<p>Targeted for completion in 2016</p>
<p>3. Intellectual Property (GV0215)</p>	<p>Completion 2017 – subject to consultations</p>
<p>4. Statement of Policy Regarding Deans of Faculties (GV0660)</p>	<p>Under review. Completion 2017 – subject to consultations</p>

Policy or Procedure	Status
5. Determination of Employment Relationship (HR6325)	Completion 2017 – subject to consultations
6. Distribution of News and Information Publications on Campus (IM7400)	Under review as part of project to review the university's communication policies
7. Liquor Policy (AD2400)	Targeted for completion in 2017
8. Discrimination and Harassment Policy (GV0205)	Targeted for completion in 2017
9. Purchasing Services Policy (FM5105)	Targeted for completion in 2016/2017
10. Protection of Privacy Policy (GV0235)	Targeted for completion in Spring 2016
11. Records Management Policy (IM7700)	Targeted for completion in Spring 2016
12. Information Security Policy (IM7800)	Targeted for completion in Spring 2016
13. Establishment of Diploma and Certificate Programs (AC1135)	Targeted for completion in Spring 2016
14. International Fieldwork and Travel Policy (AD2210)	Targeted for completion in 2017
15. Internal Audit (GV0220)	Targeted for completion in 2016/2017
16. Risk Management Policy (GV0225)	Targeted for completion in 2016/2017
17. Establishment and Review of Research Centres (RH8300)	Targeted for completion in 2017
18. Educational Services Contract (AC1100)	Targeted for completion in Spring 2016
19. Flag Display policy and procedures (AD2300)	Targeted for completion in February 2016
20. Conflict of Interest and Confidentiality policy (GV0210)	Targeted for completion in 2016
21. Auditor Independence: Retention of External Auditors for Audit, Tax and Other Non-Audit (GV0230)	Targeted for completion in 2016/2017

Policy or Procedure	Status
22. Appointment of Non-Academic Associate Vice-Presidents and Non-Academic Assistant Vice-Presidents (GV0345)	Targeted for completion in Spring 2016
23. Appointment and Review of the Head of the Division of Medical Sciences (GV0500)	Targeted for completion in Spring 2016
24. Prevention of Violence in the Workplace (SS9120)	Targeted for completion in 2016

(b) University Policies/Projects Targeted for Review in 2016

Policy or Procedure	Status
1. Title of Emeritus or Emerita (AC1140)	Targeted for completion in 2016
2. Conferences Supported by the University (AD2320)	Targeted for completion in 2016
3. Key and Access Card (BP3125)	Targeted for completion in 2016
4. Waste Management (BP3600)	Targeted for completion in 2016
5. Capital Expenditures on Physical Plant (FM5205)	Targeted for completion in 2016
6. Indirect Costs of Research (FM5400)	Targeted for completion in 2017
7. Appointment and Review of Research Centre Directors (GV0705)	Targeted for completion in 2017
8. Duties & Responsibilities of Research Centre Directors (GV0715)	Targeted for completion in 2017
9. Sustainability policy (GV0800)	Targeted for completion in 2017
10. Research Policy (RH8100)	Targeted for completion in 2017
11. External Research Funding Agreements (RH8200)	Targeted for completion in 2017
12. Research Grants in Lieu of Salary (RH8205)	Targeted for completion in 2016

(d) *Other Policy Related Priorities*

Other university policy-related priorities for 2016 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.

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