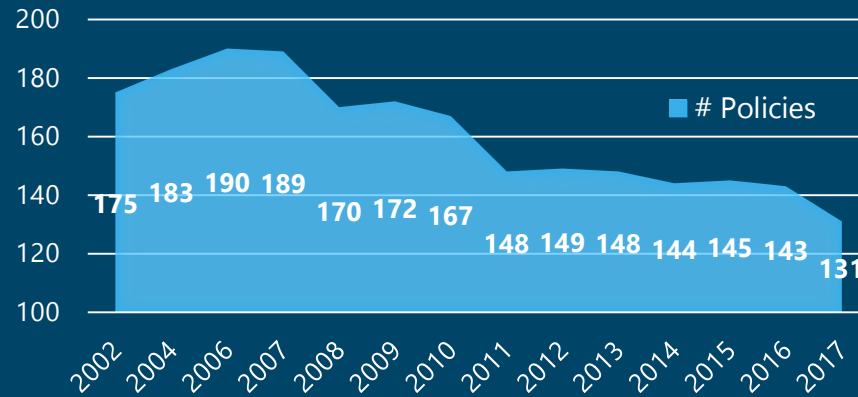


of the Policy Portfolio is up to date as of December 2017

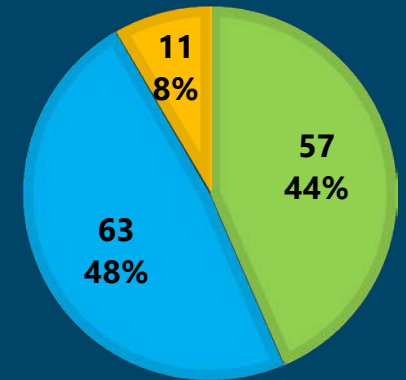
4 new policies were developed and approved, including UVic's first **Sexualized Violence Prevention and Response Policy**

131 university-wide policies

10 obsolete policies consolidated into new policies **2**



■ Up to Date ■ Review Started
■ Needs Review



63 outdated policies are currently being reviewed

2017 POLICY PORTFOLIO AT A GLANCE

19 past-due policies reviewed and **updated** or **rescinded**

4 other policies reviewed

1 editorial change



**University
of Victoria**

Date: February 14, 2018
To: Members of the Board of Governors and Senate
From: Prof. Jamie Cassels, QC
President
Re: 2017 University Policy Annual Report

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. Section 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.

This report also identifies university policy-related priorities for 2018.

The University Secretary's Role

The University Secretary's office supports the offices of the President and the Vice-Presidents (the Designated Executive Officers, DEOs) in developing and maintaining policies within their respective portfolios. The USEC Policy Officer carries out policy drafting, research, and benchmarking as needed, coordinates policy development and review with the DEOs, and ensures that policy changes are consistent with the university's policy framework.

Update on the Policy Framework

The university continues to move forward with two related initiatives: the Policy Renewal Project, and improvements to the policy management framework. Both of these initiatives were launched in 2015/16 in response to direction from the BC Auditor General, which highlighted the importance of up-to-date institutional policies for effective governance and risk avoidance.

Policy Renewal Project

The Policy Renewal Project is an expedited review of university policies and procedures that are past their mandated review date. In 2017, significant policy renewal progress was made, with six outdated policies updated and 13 obsolete policies rescinded. High-impact policy reviews completed in 2017 include: the [Protection of Privacy Policy \(GV0235\)](#), the [Records Management Policy \(IM7700\)](#), and the Violence and Threatening Behaviour policy (SS9105).

Four new policies were developed and are now in effect, including UVic's first [Sexualized Violence Prevention and Response Policy \(GV0245\)](#). In conjunction with efforts to develop this policy, the [Resolution of Non-Academic Misconduct Allegations policy \(AC1300\)](#) and the Violence and Threatening Behaviour policy were thoroughly reviewed; the latter was rescinded and replaced with the new [Response to At-Risk Behaviour policy \(SS9125\)](#).

A working group led by the President's office concluded a multi-year effort to develop a consolidated space booking policy. In consultation with campus stakeholders, this working group successfully replaced eight obsolete space-specific policies with one high-level policy to regulate booking space across the university. This new [Booking of University Space policy \(BP3440\)](#) contains principles and rules for booking university space, as well as guidance for individual units to develop their own procedures for spaces that they manage.

The university carried out a project to review the university's privacy, records management, and information security policies. In 2012 the university committed to review these on a cyclical basis (every three years). The consultants engaged to carry out the review produced a report that detailed a list of recommended policy changes. The Chief Privacy Officer and the Policy Officer drafted policy revisions in consultation with stakeholders across the university community. In summer 2017, the Board approved revisions to the Protection of Privacy Policy and the Records Management Policy. The [Information Security Policy \(IM7800\)](#) is targeted for review in 2018.

The University Secretary's office supported the Copyright Office to develop a new [Copyright Compliance and Administration Policy \(IM7310\)](#). This new policy sets out how the university's copyright program is administered, and what individual units' responsibilities are. It also serves as the new home for the university's Fair Dealing Guidelines (which had been housed under the Records Management Policy). Approving this policy allowed the university to rescind two obsolete copyright-related policies.

Policy Management Framework Research Project

The Governance Services Manager undertook, with the executive's support, a study of selected comparator universities' policy renewal processes and structures. The final report, titled *University Policy Management Framework Design: Smart Practices for Strategic Implementation*, makes several recommendations to improve UVic's policy management framework.

The University Secretary's office will continue to discuss the report's recommendations with senior leadership, and is preparing to move ahead with improvements to the university's policy framework.

Other Policy Developments

The [Purchasing Policy \(FM5105\)](#), which had been revised in 2016, was given a more thorough overhaul in 2017. This is consistent with the changing needs of Purchasing Services, which led the review with support from the University Secretary's office.

The [Procedures for the Imaging of University Records](#) are new procedures attached to the Records Management Policy. Developed by University Archives, these procedures ensure that a unit's imaging program will copy source records accurately, reliably, and in compliance with legal and industry standards.

Lastly, revisions were made to the [Buildings and Grounds Usage Policy \(BP3105\)](#) and to the [Traffic and Parking Regulations \(BP3205\)](#), to keep these policies consistent with recent legislative developments and changes to university operations.

Looking Ahead

The Policy Renewal Project will continue through 2018 and beyond, with the goal of bringing the policy portfolio to 100% currency. Building on significant progress to date, the University Secretary's office will continue to work with DEOs and stakeholders to review outdated policies according to their risk level and the length of time since their last review.

Two major policy reviews are scheduled to begin in 2018: [Academic Accommodation and Access for Students with Disabilities \(AC1205\)](#), and [Discrimination and Harassment \(GV0205\)](#). These are policies with significant institutional impact, and will require comprehensive reviews with extensive stakeholder consultation. These reviews are expected to be multi-year projects.

Nine additional policies will become due for review in 2018. Reviews of these policies will begin in a timely fashion.

Other university policy-related priorities for 2018 include:

- (a) continue to identify and rescind or relocate university policies and procedures that no longer meet the university policy standard;

- (b) continue to analyze and determine where additional new university policies and procedures are required and where related policies can be consolidated; and
- (c) create tools and guides for the university community to improve policy management, development, and review.

Attachments

Appendix – Status of the Policy Portfolio

2017 Policy Annual Report

Appendix – Status of the Policy Portfolio

New Policies and Procedures

Since January 1, 2017, four new university policies and one new procedure were developed and approved.

Policy	Portfolio	Approved
New Policies Approved		
Booking of University Space (BP3440)	PRES	September 2017
Copyright Compliance and Administration (IM7310)	PRES	September 2017
Response to At-Risk Behaviour (SS9125)	PRES	September 2017
Sexualized Violence Prevention and Response Policy (GV0245)	PRES	May 2017, revised June 2017
New/Revised Procedures Approved		
Procedures for Interim Executive Appointments – REVISED	PRES	October 2017
Procedures for the Imaging of University Records – NEW	USEC	October, 2017

The following new policies and procedures continue to be under development:

Policy	Portfolio	Status	Purpose
New Policies in Development			
Procedures for the Appointment, Review, and Re-Appointment of Associate Deans (consolidation)	VPAC	Under development	New policy to consolidate the 13 appointment procedures for Associate Deans into one “umbrella” policy, similar to the consolidated decanal policy GV0450.

Policy	Portfolio	Status	Purpose
Poster, Banner, and Handbill Policy	VPFO/ VPAC	Under development	New policy 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.
Student Residence Policy	VPAC	Under development	New high-level policy to replace existing Student Residences policy (BP3500) and Operation of Family Housing Policy (BP3505).
University-Sponsored Off-Campus Activities Risk Management Policy	PRES	Under development	New policy to replace existing Fieldwork and International Travel Risk Management Policy (AD2210) and Guidelines for Participation in International Activities (AD2200).

Revised Policies and Procedures

Since January 1, 2017, the following university policies and procedures were revised:

Policy	Portfolio	Approved
Outdated Policies Renewed		
Key and Access Card Control (BP3125)	VPFO	March 2017
Protection of Privacy Policy (GV0235)	PRES	June 2017
Records Management Policy (IM7700)	PRES	June 2017
Retention of External Legal Counsel (AD2100)	PRES	November 2017
Short Term Investment Policy (FM5200)	VPFO	January, September, & November 2017
Sustainability Policy (GV0800)	PRES	January 2017
Current Policies Revised		
Buildings and Grounds Usage (BP3105)	VPFO	September 2017

Policy	Portfolio	Approved
Purchasing Policy (FM5105)	VPFO	August 2017
Resolution of Non-Academic Misconduct Allegations (AC1300)	PRES	August 2017
Traffic and Parking Regulations (BP3205)	VPFO	September 2017
Editorial Changes Made		
Academic Accommodation and Access for Students with Disabilities (AC1205)	VPAC	December 2017

Rescinded Policies and Procedures

Since January 1, 2017, 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.

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.

Policy	Portfolio	Rationale	Date Rescinded
Policies Rescinded			
Booking of Physical Education, Athletics, and Recreational Facilities (BP3430)	VPAC	Consolidated into new Booking of University Space Policy	September 2017
Booking Policy Guide – Residence and Food Facilities (BP3425)	VPAC	Consolidated into new Booking of University Space Policy	September 2017
Copyright and Computer Programs (IM7300)	PRES	Replaced by new Copyright Compliance and Administration Policy	September 2017
Copyright and the Use of Video Materials (IM7305)	PRES	Replaced by new Copyright Compliance and Administration Policy	September 2017
Examinations & Grades (AC1125)	VPAC	The policy did not meet the university policy standard pursuant to the	January 2017

Policy	Portfolio	Rationale	Date Rescinded
		Policy on University Policies and Procedures.	
Policy Governing the Operation of the Cadboro Commons Building (BP3420)	VPAC	Consolidated into new Booking of University Space Policy	September 2017
Policy of External Booking of University Space (BP3400)	PRES	Consolidated into new Booking of University Space Policy	September 2017
Teaching & Organization of Courses and Programs (AC1150)	VPAC	The policy did not meet the university policy standard pursuant to the Policy on University Policies and Procedures.	January 2017
University Centre A180 Booking Policy (BP3415)	VPAC	Consolidated into new Booking of University Space Policy	September 2017
University Centre Auditorium: General Use and Booking Policy (BP3435)	VPER	Consolidated into new Booking of University Space Policy	September 2017
University Centre Foyer Booking Policy (BP3410)	VPAC	Consolidated into new Booking of University Space Policy	September 2017
Use of University Facilities of Academic Departments by External Organizations or Individuals (BP3405)	VPAC	Consolidated into new Booking of University Space Policy	September 2017
Violence and Threatening Behaviour (SS9105)	PRES	Replaced by Response to At-Risk Behaviour Policy	September 2017

Policies and Procedures Requiring Review

The following policies and procedures are past their mandated review date or otherwise require review.

Policy	Portfolio	Status
Targeted For Deletion		
Bookstore Budget Policy (FM5505)	VPAC	Under review

Policy	Portfolio	Status
Food Services Budget Policy (FM5510)	VPAC	Under review
Printing and Duplicating Services Budget Policy (AD2525)	VPAC	Under review
Residence Services Budget Policy (FM5515)	VPAC	Under review
Require Review		
Academic Accommodation and Access for Students with Disabilities (AC1205)	VPAC	To be reviewed – Committee to begin meeting in 2018
Acceptable Use of Electronic Information Resources	VPFO	Under review
Appointment of Associate Deans (13) (GV0500; GV0600-GV0655)	VPAC	To be reviewed
Appointment of Chairs of Departments or Divisions (GV0700)	VPAC	Under review
Appointment of Research Centre Directors (GV0705)	VPRE	Under review
Appointment of the Chancellor (GV0295)	PRES	To be reviewed
Appointment of the Non-Academic AVPs (GV0295)	PRES	Under review
Appointment of the Vice-President Academic and Provost (GV0305)	PRES	To be reviewed
Art Collections (BP3310)	VPER	To be reviewed
Audio-Visual and Maintenance Services Policy (AD2510)	VPFO	To be reviewed
Auditor Independence (GV0230)	VPFO	Awaiting approval – anticipated early 2018
Bookstore Operation (AD2500)	VPAC	Under review
Capital Expenditures on Physical Plant (FM5205)	VPFO	To be reviewed
Casual Employment of Students (HR6300)	VPFO	To be reviewed
Chairs of Departments and Directors of Schools (GV0710)	VPAC	To be reviewed

Policy	Portfolio	Status
Communicable Diseases (SS9300)	VPFO/ VPAC	Awaiting Approval – anticipated in January 2018
Conflict of Interest and Confidentiality (GV0210)	PRES	Under review
Conflict of Interest in Employment Practices (HR6200)	PRES	Under review
Conflicts of Interest in Student-Faculty Relationships (AC1200)	VPAC	Under review
Critical Incident Response Procedures (SS9115)	VPFO	To be reviewed
Deans of Faculties and Divisions (GV0660)	VPAC	Under review
Determination of Employment Relationship (HR6325)	VPFO	To be reviewed
Discrimination & Harassment (GV0205)	PRES	To be reviewed
Duties and Responsibilities of Directors of Research Centres (GV0715)	VPRE	To be reviewed
Educational Services Contract Policy (AC1110)	VPAC	Under review
Employment Accommodation (HR6115)	VPFO	Under review
Employment under Externally Funded Grants and Contracts (HR6305)	VPFO	To be reviewed
Equity Policy for Female Faculty Members (HR6105)	PRES	To be reviewed
Establishment and Review of Research Centres (RH8300)	VPRE	Under review
Establishment of Certificate and Diploma Programs (AC1135)	VPAC	Under review
External Research Funding Agreements (RH8200)	VPRE	Under review
Fieldwork and International Travel Risk Management Policy (AD2210)	PRES/ VPFO	Under review
Guidelines for Participation in International Activities (AD2200)	PRES	Under review
Guidelines on Preferential or Limited Hiring (HR6110)	PRES	Under review

Policy	Portfolio	Status
Human Rights, Equity and Fairness (GV0200)	PRES	To be reviewed
Indirect Costs of Research (FM5400)	VPRE	Under review
Information Security Policy (IM7800)	VPFO	To be reviewed
Intellectual Property (GV0215)	VPAC/ VPRE	Under review
Licensing Program Policy (AD2215)	VPAC/ VPER	Under review
Libraries Loan Policy (IM7600)	VPAC	Under review
Off-Campus Graduate Programs (AC1115)	VPAC	Under review
Photocopy and Facsimile Services Policy (AD2530)	VPAC	Under review
Political Leave Policy (HR6425)	VPFO	Under review
Post-Doctoral Fellows Policy (HR6310)	VPRE	To be reviewed
Printing and Duplicating Services Policy (AD2525)	VPAC	Under review
Prevention of Violence in the Workplace Policy (SS9120)	VPFO	Under review
Regalia Services Policy (AD2505)	VPAC	Under review
Relocation Grant Policy (HR6405)	VPAC	To be reviewed
Research Grants in Lieu of Salary Policy (RH8205)	VPRE	Under review
Research Involving Humans (RH8105)	VPRE	Under review
Research or Teaching Involving Animals (RH8110)	VPRE	To be reviewed
Research Policy (RH8100)	VPRE	To be reviewed
Risk Management Policy (GV0225)	VPFO	To be reviewed

Policy	Portfolio	Status
Specialist/Instructional Appointments (HR6315)	VPAC	Under review
Student Residence and Family Housing policies (BP3500, BP3505)	VPAC	Under review
Title of Emeritus or Emerita (AC1140)	VPAC	To be reviewed
Travel Allowance for Visiting and Sessional Appointments (HR6415)	VPAC	To be reviewed
Use of Vehicles and Parking on Campus (BP3200)	VPFO	Under review

Policies with Transferred Approving Authority

In 2017 no approving authorities were transferred based on current organizational responsibilities.