

2018

Policy Portfolio at a Glance

132

University-wide policies

54

Outdated policies are currently being reviewed

9

Past-due policies reviewed and updated

1

New policy developed and approved

12

Other policies or procedures revised

3

Corrections made

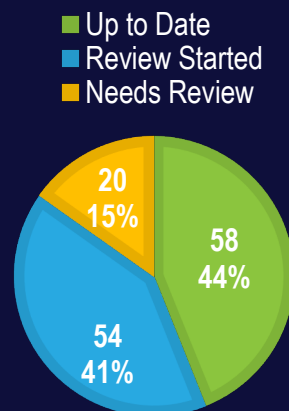
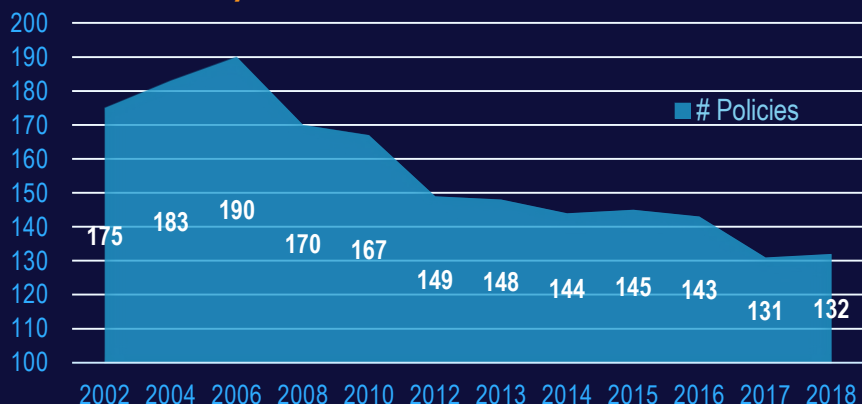
1

Approving authority changed

44%

Of the Policy Portfolio is up to date as of December 2018

University Policies Over Time



University of Victoria

University Secretary



University
of Victoria

Date: February 15, 2019
To: Members of the Board of Governors and Senate
From: Jamie Cassels, QC
President and Vice-chancellor
Re: 2018 University Policy Annual Report

Introduction

Policies are core governing documents for the university. Good policies help create an environment through which we can achieve the objectives and strategies set out in the university's Strategic Framework.

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 developing and reviewing university policies and procedures. The goal 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.

The Policy on University Policies and Procedures states that:

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. (section 20.00)

This report responds to the above requirement, and also identifies university policy priorities for 2019.

The University Secretary's Role

The University Secretary's Office (USEC) supports the offices of the President and the Vice-presidents (the Designated Executive Officers, DEOs) to develop and maintain 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 helps ensure that policy changes are consistent with the university's policy framework.

Update on the Policy Renewal Project

The Policy Renewal Project is an expedited review of university policies and procedures that are past their mandated review date. The project was launched in 2015 in response to direction from the BC Auditor General that highlighted the importance of up-to-date institutional policies for effective governance and risk avoidance.

In 2018, nine outdated policies were reviewed and updated. These policies address such critical areas as health and safety ([Communicable Diseases SS9300](#)); audit ([Auditor Independence GV0230](#)); appointment of senior leaders ([Non-Academic Associate Vice-Presidents GV0345](#)); and stewardship of library resources ([Libraries Loan IM7600](#)).

Work began on renewing the university's suite of Campus Services policies. These are among UVic's oldest policies – some of them have not been updated since the 1970s. Thus far, the policies on [Bookstore Operation \(AD2500\)](#), [Licensing Program \(AD2215\)](#), and [Regalia Services \(AD2505\)](#) have been updated. Work continues on the remaining policies on printing and duplicating, photocopy and fax, and Campus Services budgets.

Policy Highlights from 2018

As part of the university's preparations for the legalization of non-medical cannabis, a cross-campus working group revised the university's [Smoking Policy \(AD2405\)](#). The updated policy has a comprehensive definition of "smoking", and covers substances in addition to tobacco. Other revisions better regulate smoking of substances in university vehicles, including boats, and enable the university to carry out initiatives such as "green benches" for cannabis consumption.

Since 2016, the Cross-Institutional Initiatives Committee has been examining the university's policies on fieldwork and travel risk management. These efforts culminated in a renewed university policy on [Off-campus Activity Risk Management \(AD2210\)](#). This policy, which took effect at the start of 2019, establishes a travel registry that students, faculty, and staff can take advantage of to reduce the risk of travel (particularly to remote or dangerous areas), and to access resources such as medical, security, travel, and emergency assistance and alerts.

Twelve other policies or procedures that had not yet reached their mandated review date were reviewed and updated.

The poster and banner regulations that had been attached to the University Signage policy were no longer meeting the university's needs. A new policy on [Posters, Banners, and Handbills \(BP3145\)](#) was developed in collaboration with Student Affairs. This new policy has updated rules on posters and banners (including Senate-approved rules for student elections), and new rules on chalking.

Looking Ahead

The University Secretary's Office continues to work with DEOs and other units and offices to proactively respond to university policy needs and changing regulatory requirements. Outdated policies are being reviewed according to their institutional

significance and the length of time since the policy was last reviewed; the long-term goal is to bring the policy portfolio to 100% currency.

Planning for the [Discrimination and Harassment policy \(GV0205\)](#) review will continue into 2019.

The review of the [Accommodation and Access for Students with Disabilities \(AC1205\)](#) policy will continue through 2019 and beyond. Currently in the preliminary research stage, this review will involve extensive redrafting and broad stakeholder consultation.

Nine policies will become due for review in 2019, including policies with institutional significance such as Scholarly Integrity ([AC1105\(A\)](#) and [AC1105\(B\)](#)); [Responding to the Death of a Student \(AC1215\)](#), and [Environmental Health and Safety \(SS9200\)](#). Reviewing these policies will be a priority for 2019.

Other policy-related priorities for 2019 include:

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

2018 Policy Annual Report

Appendix – Status of the Policy Portfolio

New Policies and Procedures

Since January 1, 2018, one new university policy was developed and approved.

Policy	Portfolio	Approved
New Policies Approved		
Poster, Banner, and Handbill Policy (BP3145) – replaces Appendix A to the University Signage Policy (BP3140)	VPAC/VPFO	May 2018

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.
Student Residence Policy	VPAC	Under development	New high-level policy to replace existing Student Residences policy (BP3500) and Operation of Family Housing Policy (BP3505).

Revised Policies and Procedures

Since January 1, 2018, the following university policies and procedures were revised:

Policy	Portfolio	Approved
Outdated Policies Renewed		
Appointment of Non-Academic Associate Vice-Presidents (GV0345)	PRES	September 2018
Auditor Independence (GV0230)	VPFO	January 2018
Bookstore Operation (AD2500)	VPAC	December 2018
Communicable Diseases (SS9300)	VPFO	January 2018
Fieldwork and International Travel Risk Management Policy (AD2210) (new name: Off-campus Activity Risk Management Policy)	PRES	October 2018 (effective January 1, 2019)
Libraries Loan Policy (IM7600)	VPAC	May 2018
Licensing Program Policy (AD2215)	VPAC	November 2018
Regalia Services Policy (AD2505)	VPAC	September 2018
Smoking Policy (AD2405)	VPFO	October 2018
Other Policies and Procedures Revised		
Acceptable Use of Electronic Information Resources (IM7200)	VPFO	March 2018
Appointment of Deans (GV0450) Appendix B – Current Decanal Appointment Committee Compositions	VPAC	October 2018
Calendar Submissions (AC1120)	USEC	May 2018
Information Security Policy (IM7800)	VPFO	July 2018
Protection of Privacy Policy (GV0235)	PRES	July 2018
Purchasing Policy (FM5105)	VPFO	January 2018
Records Management Policy (IM7700)	PRES	July 2018

Policy	Portfolio	Approved
Search, Appointment, and Re-appointment of the President and Vice-chancellor (GV0300)	Board	May 2018
Sexualized Violence Prevention and Response Policy (GV0245) – Investigation, Adjudication, and Appeal Procedures	PRES	March 2018
Signing Authority policy (FM5100)	VPFO	January 2018
Travel and Business Expenses (FM5610; formerly HR6500)	VPFO	December 2018 (effective January 1, 2019)
University Signage Policy (BP3140)	VPFO	May 2018
Editorial Changes Made		
Signing Authority Policy (FM5100) – Approval Procedures	VPFO	January 2018
Typographical Corrections Made		
Protection of Privacy Policy (GV0235)	PRES	January 2018
Information Security Policy (IM7800)	PRES	September 2018
Booking of University Space (BP3440)	VPFO	September 2018

Rescinded Policies and Procedures

The Travel and Business Expenses policy (HR6500) was rescinded and replaced with a new Travel and Business Expenses policy (FM5610).

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 or Relocation		
Bookstore Budget Policy (FM5505)	VPAC	Under review
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	Under review
Acceptable Use of Electronic Information Resources	VPFO	Under review
Appointment of Academic Associate Vice-Presidents	PRES	To be reviewed
Appointment of Associate Deans (13) (GV0500; GV0600-GV0655)	VPAC	Under review
Appointment of Chairs of Departments or Divisions (GV0700)	VPAC	Under review
Appointment of Deans (GV0450)	VPAC	To be reviewed
Appointment of Research Centre Directors (GV0705)	VPRE	Under review
Appointment of the Chancellor (GV0295)	PRES	Under review
Appointment of the University Librarian (GV0410)	VPAC	To be reviewed
Appointment of the Vice-President Academic and Provost (GV0305)	PRES	To be reviewed
Art Collections (BP3310)	VPER	To be reviewed

Policy	Portfolio	Status
Audio-Visual and Maintenance Services Policy (AD2510)	VPFO	To be reviewed
Capital Expenditures on Physical Plant (FM5205)	VPFO	To be reviewed
Casual Employment of Students (HR6300)	VPFO	Under review
Chairs of Departments and Directors of Schools (GV0710)	VPAC	Under review
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	Under review
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 Equity (HR6100)	PRES	To be reviewed
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

Policy	Portfolio	Status
Establishment of Endowed and Term Chairs and Professorships (AC1100)	VPAC	Under review
External Research Funding Agreements (RH8200)	VPRE	Under review
Guidelines for Participation in International Activities (AD2200)	PRES	To be reviewed
Guidelines on Preferential or Limited Hiring (HR6110)	PRES	Under review
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
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
Relocation Grant Policy (HR6405)	VPAC/VPFO	Under review
Research Grants in Lieu of Salary Policy (RH8205)	VPRE	Under review
Research Involving Humans (RH8105)	VPRE	To be reviewed
Research or Teaching Involving Animals (RH8110)	VPRE	To be reviewed
Research Policy (RH8100)	VPRE	Under review

Policy	Portfolio	Status
Risk Management Policy (GV0225)	VPFO	To be reviewed
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	Under review
Use of Vehicles and Parking on Campus (BP3200)	VPFO	Under review

Policies with Transferred Approving Authority

The Communicable Diseases policy (SS9300) was transferred from the authority of the Vice-President Finance and Operations to the joint authority of the Vice-President Academic and Provost and the Vice-President Finance and Operations.