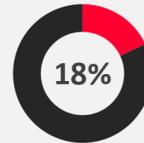# 124
University-wide policies
across all executive portfolios

4 policies updated
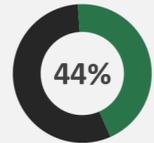
- 1 past-due policy reviewed and updated
- 3 other policies revised

18%	38%	44%
22 policies needing review	**47** policy reviews underway	**55** up to date policies

2020 Policy Portfolio at a Glance

44%
Of the policy portfolio is up to date
as of December 2020

45 editorial changes made

43 policies edited to remove gendered language

3 policies rescinded

University Policies Over Time

■ # Policies

190, 189, 170, 172, 167, 148, 149, 148, 144, 145, 143, 131, 132, 127, 124

2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020

policyofficer@uvic.ca

www.uvic.ca/universitysecretary/policies

University of Victoria

University Secretary

Date: February 17, 2021

To: Members of the Board of Governors and Senate

From: Dr. Kevin Hall
President and Vice-Chancellor

Re: 2020 University Policy Annual Report

Introduction

Policies are core governing documents for the university. Good policies help the university achieve the objectives and strategies set out in the Strategic Framework.

The Policy on University Policies and Procedures (GV0100) was approved by Senate and the Board of Governors to establish a consistent framework for developing and reviewing university policies and procedures. The goal is to create and maintain 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 2021.

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; coordinates policy development and review with the DEOs; and helps to ensure that policy changes are consistent with the university's policy framework.

COVID-19 Impact

Policy review and development in 2020 was adjusted and delayed due to the university's need to focus on its response to COVID-19. As a result, many policy reviews and other policy developments have been deferred to future years.

The Policy Officer supported the university's COVID-19 response team to develop interim policy on pandemic-related issues. These issues included employees using their personal mobile devices for work purposes, bringing office furniture and equipment home for remote work, and self-isolation.

Update on Policy Renewal

USEC supports the ongoing renewal of university policies. University policy renewal is guided by an institutional commitment to have current and relevant policies, and by direction from the BC Auditor General in 2015 that emphasized the importance of up-to-date institutional policies for effective governance and risk avoidance.

One outdated policy was renewed in 2020 – the Responsible Investment Policy (FM5215), formerly titled Social Responsibility and UVic Investments. Three outdated policies were rescinded because changes to UVic's collective agreement with the Faculty Association rendered them obsolete.

Policy Highlights from 2020

In 2020 the Policy Officer audited the policy manual to identify gendered language and replace it with gender-neutral terms. The audit identified 48 policies that included gendered language; 43 of these policies were revised and approved in 2020. Plans are in place to approve the edits to the remaining policies, with the goal of having the entire policy manual be gender neutral.

USEC worked with Campus Security to draft new rules around bicycles on campus, in particular how the university deals with abandoned bikes. Two rounds of revisions were made to the Traffic and Parking Regulations (BP3205), including the new provisions on abandoned bikes as well as a broader suite of updates to the rest of the Regulations.

Beginning in 2019, USEC supported VPAC to redraft the policy on External Reviews of Academic Units (AC1145), formerly titled Academic Program Review. This review was based on feedback from chairs and directors and recommendations from the Quality Assurance Process Assessors, as well as a lack of alignment between the policy and the Planning Tools. There was extensive redrafting, including removing the lengthy procedures – VPAC's Academic Program Review Handbook now carries most of the specific detail that was previously in the procedures. This allowed the policy to be brought in line with other Senate-approved university policies in terms of length and level of detail.

The Policy Officer published a Style Guide for Policies and Procedures, available on the USEC website. This document sets out guidelines for drafting and formatting university policies and procedures, along with examples. This resource will be helpful for

individuals in other units who may be tasked with policy writing, or who have questions about UVic's policy template.

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.

Four policies will become due for review in 2021, including the Internal Audit policy, the Art Collections policy, and policies on professional development expenditures.

Ongoing policy-related initiatives 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

2020 Policy Annual Report
Appendix – Status of the Policy Portfolio

New Policies and Procedures

No new university policies were developed in 2020.

The following new policies and procedures are under development:

Policy	Portfolio	Status	Purpose
New Policies in Development			
Procedures for the Appointment, Review, and Re-appointment of Associate Deans (consolidation)	VPAC	Under review	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

From January to December 2020, the following university policies and procedures were revised:

Policy	Portfolio	Effective Date
Outdated Policies Renewed		
Responsible Investment Policy (FM5215) (formerly Social Responsibility and UVic Investments)	VPFO	January 2020
Other Policies and Procedures Revised		
External Reviews of Academic Units (formerly Academic Program Review) (AC1145)	VPAC	October 2020
Traffic and Parking Regulations (BP3205)	VPFO	July 2020 & November 2020

Policy	Portfolio	Effective Date
Working Capital Investment Policy (FM5200) (formerly Short Term Investment Policy)	VPFO	June 2020
Editorial Changes Made		
Academic Accommodation and Access for Students with Disabilities (AC1205)	VPAC	December 2020
Appointment and Re-appointment of Deans (GV0405)	VPAC	December 2020
Appointment and Re-appointment of Research Centre Directors (GV0705)	VPRI	December 2020
Appointment and Re-appointment of the Associate Dean Academic Advising (Faculties of Science, Social Sciences, and Humanities) (GV0670)	VPAC	December 2020
Appointment and Re-appointment of the Vice-President Academic and Provost (GV0305)	PRES	December 2020
Appointment and Review of the Associate Dean of Fine Arts (GV0630)	VPAC	December 2020
Appointment of the Associate Dean of Science (GV0655)	VPAC	December 2020
Appointment of the Vice-President External Relations (GV0320)	PRES	December 2020
Appointment of the Vice-President Finance and Operations (GV0315)	PRES	December 2020
Appointment and Re-appointment of the Vice-President Research (GV0310)	PRES	December 2020
Appointment and Re-appointment of the University Librarian (GV0410)	VPAC	December 2020
Appointment of the University Secretary (GV0325)	PRES	December 2020
Art Collections (BP3310)	VPER	December 2020
Calendar Submissions (AC1120)	USEC	December 2020
Conflict of Interest and Confidentiality (GV0210)	PRES	December 2020
Discrimination and Harassment Policy (GV0205)	PRES	December 2020
Copyright Compliance and Administration (IM7310)	PRES	December 2020
Critical Incident Response Procedures (SS9115)	VPFO	December 2020

Policy	Portfolio	Effective Date
Deans of Faculties and Divisions (GV0660)	VPAC	December 2020
Determination of Employment Relationship (HR6325)	VPFO	December 2020
Educational Services Contract Policy (AC1110)	VPAC	December 2020
Establishment of Endowed and Term Chairs and Professorships (AC1100)	VPAC	December 2020
External Research Funding Agreements (RH8200)	VPRI	December 2020
Flag Display Policy (AD2300)	PRES	January 2020
Future Employment Restrictions: Senior Management Employees (GV0240)	VPFO	December 2020
Indirect Costs of Research (FM5400)	VPRI	December 2020
Internal Audit (GV0220)	VPFO	December 2020
Operation of Family Housing (BP3505)	VPAC	December 2020
Policy on University Policies and Procedures (GV0100)	PRES	December 2020
Post-Doctoral Fellows (HR6310)	VPRI	December 2020
Professional Development Expenses – Regular Faculty Members and Librarians (HR6410)	VPAC	December 2020
Protection of Privacy Policy (GV0235)	PRES	December 2020
Records Management Policy (IM7700)	PRES	December 2020
Research Grants in Lieu of Salary (RH8205)	VPRI	December 2020
Research Involving Humans (RH8105)	VPRI	December 2020
Research or Teaching Involving Animals (RH8110)	VPRI	December 2020
Residence Services – Budget Policy (FM5515)	VPAC	December 2020
Responding to the Death of a Student (AC1215)	VPAC	December 2020
Responsible Investment Policy (FM5215)	VPFO	September 2020

Policy	Portfolio	Effective Date
Scholarly Integrity – Researchers not Subject to the Framework Agreement (AC1105(A))	VPAC	December 2020
Scholarly Integrity – Pursuant to the Framework Agreement (AC1105(B))	VPAC	December 2020
Search, Appointment, and Re-appointment of the President and Vice-Chancellor (GV0300)	Board	December 2020
Selection of the Registrar (GV0400)	VPAC	December 2020
Specialist/Instructional Appointments (HR6315)	VPAC	December 2020
Student Residences (BP3500)	VPAC	December 2020
Working Capital Investment Policy (FM5200)	VPFO	July 2020
Typographical Corrections Made		
none		

Rescinded Policies and Procedures

Policy	Portfolio	Rescinded
Outdated Policies Rescinded		
Appointment of Chairs of Departments or Divisions (GV0700)	VPAC	January 2020
Chairs of Departments and Directors of Schools (GV0710)	VPAC	March 2020
Equity Policy for Female Faculty Members (HR6105)	VPAC	January 2020

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		
Residence Services Budget Policy (FM5515)	VPAC	Under review
Require Review		
Academic Accommodation and Access for Students with Disabilities (AC1205)	VPAC	Under review
Appointment of Associate Deans (13) (GV0600-GV0655, GV0670)	VPAC	Under review
Appointment and Review of a Head of the Division of Medical Sciences, Procedures for the (GV0500)	VPAC	Under review
Appointment and Reappointment of Deans (GV0450)	VPAC	To be reviewed
Appointment of the University Librarian (GV0410)	VPAC	To be reviewed
Appointment of the University Secretary (GV0325)	PRES	To be reviewed
Appointment of the Vice-President Academic and Provost (GV0305)	PRES	To be reviewed
Appointment of the Vice-President External Relations (GV0320)	PRES	To be reviewed
Appointment of the Vice-President Finance and Operations (GV0315)	PRES	To be reviewed
Appointment of the Vice-President Research and Innovation (GV0310)	PRES	To be reviewed
Art Collections (BP3310)	VPER	To be reviewed
Capital Expenditures on Physical Plant (FM5205)	VPFO	Under review
Casual Employment of Students (HR6300)	VPFO	Under review
Conflict of Interest and Confidentiality (GV0210)	PRES	Under review

Policy	Portfolio	Status
Conflict of Interest in Employment Practices (HR6200)	PRES	Under review
Critical Incident Response Procedures (SS9115)	VPFO	Under review
Deans of Faculties and Divisions (GV0660)	VPAC	Under review
Discrimination & Harassment (GV0205)	PRES	Targeted for review in 2021
Educational Services Contract Policy (AC1110)	VPAC	To be reviewed
Employment Accommodation (HR6115)	VPFO	Under review
Employment Equity (HR6100)	PRES	To be reviewed
Employment under Externally Funded Grants and Contracts (HR6305)	VPFO	Under review
Environmental Health & Safety Policy (SS9200)	VPFO	Under review
Establishment of Certificate and Diploma Programs (AC1135)	VPAC	Under review
Establishment of Endowed and Term Chairs and Professorships (AC1100)	VPAC	Under review
External Research Funding Agreements (RH8200)	VPRI	Under review
Fundraising and Gift Acceptance (ER4105)	VPER	To be reviewed
Guidelines for Participation in International Activities (AD2200)	PRES	To be reviewed
Hospitality Expenditures (FM5600)	VPFO	Targeted for review in 2021
Human Rights, Equity and Fairness (GV0200)	PRES	Targeted for review in 2021
Indirect Costs of Research (FM5400)	VPRI	Under review
Information Security Policy (IM7800)	VPFO	Under review
Institutional Acquisition and Standardization of Information Technology Devices (AD2515)	VPFO	Under review

Policy	Portfolio	Status
Liability Insurance (FM5300)	VPFO	Under review
Liquor Policy (AD2400)	VPFO	Under review
Off-Campus Graduate Programs (AC1115)	VPAC	Under review
Political Leave Policy (HR6425)	VPFO	Targeted for review in 2021
Post-Doctoral Fellows Policy (HR6310)	VPRI	To be reviewed
Prevention of Violence in the Workplace Policy (SS9120)	VPFO	Under review
Protection of Privacy Policy (GV0235)	PRES	To be reviewed
Records Management Policy (IM7700)	PRES	Under review
Research Grants in Lieu of Salary Policy (RH8205)	VPRI	Under review
Research Involving Humans (RH8105)	VPRI	Under review
Research or Teaching Involving Animals (RH8110)	VPRI	Under review
Responding to the Death of a Student (AC1215)	VPAC	Under review
Risk Management Policy (GV0225)	VPFO	Under review
Scholarly Integrity – Researchers not Subject to the Framework Agreement (AC1105(A))	VPAC	To be reviewed
Scholarly Integrity – Pursuant to the Framework Agreement (AC1105(B))	VPAC	To be reviewed
Sexualized Violence Prevention and Response Policy (GV0245)	PRES	Under review
Specialist/Instructional Appointments (HR6315)	VPAC	Under review
Student Awards (AC1130)	VPAC	Under review
Student Residence and Family Housing policies (BP3500, BP3505)	VPAC	Under review

Policy	Portfolio	Status
Title of Emeritus or Emerita (AC1140)	VPAC	To be reviewed
University of Victoria Art Museum, Policy on (BP3315)	VPER	To be reviewed
Use of Vehicles and Parking on Campus (BP3200)	VPFO	Under review

Policies with Transferred Approving Authority

No policies had their approving authority changed in 2020.