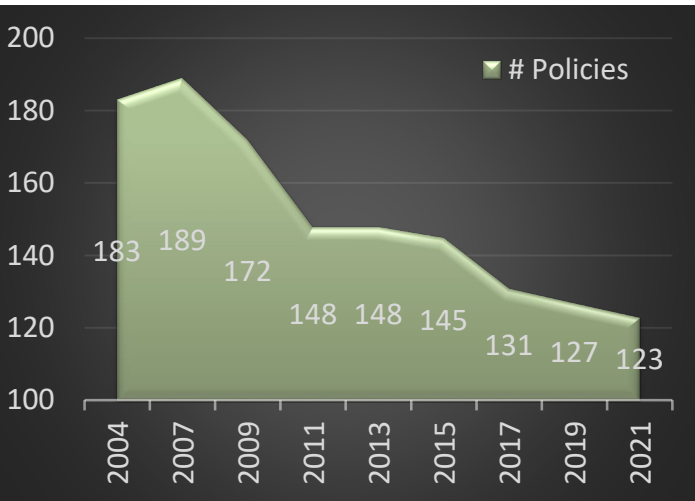


# 2021 Policy Portfolio at a Glance

*One who adapts their policy to the times prospers, and likewise the one whose policy clashes with the demands of the times does not.*  
- Niccolò Machiavelli, The Prince

University Policies Over Time



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**University  
of Victoria**

**Date:** February 16, 2022  
**To:** Members of the Board of Governors and Senate  
**From:** Dr. Kevin Hall  
President and Vice-Chancellor  
**Re:** 2021 University Policy Annual Report

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## **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 identifies some of the university policy priorities for 2022.

### **The University Secretary's Role**

The University Secretary's Office (USEC) supports the university executive team, including the President, the vice-presidents, and the Associate Vice-President Indigenous (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 2021 was adjusted and delayed due to the university's continued need to focus on its response to COVID-19, including the return to in-person instruction in Fall 2021. As a result, some policy reviews and other policy developments were deferred to future years.

The Policy Officer supported the university's COVID-19 response team as they developed health and safety procedures on COVID-19 vaccine declarations, rapid testing, and mask wearing on campus.

## **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.

Four outdated policies were renewed in 2021 – the Environmental Health and Safety Policy (SS9200), the Information Security Policy (IM7800), the Sexualized Violence Prevention and Response Policy (GV0245), and the Use of Vehicles and Parking Policy (BP3200). One policy was rescinded – the Conflict of Interest in Employment Practices policy (HR6200) – because it was obsolete.

## **Policy Highlights from 2021**

The Sexualized Violence Prevention and Response policy (GV0245) was due for its three-year review as required by provincial legislation. The EQHR Policy Advisory Committee (with support from a technical policy subcommittee) reviewed the policy and consulted widely with faculty, staff, and students. The resulting changes made the policy clearer and more accessible; added an opportunity for voluntary resolution processes; and broadened the investigation process to apply to all university community members.

The Environmental Health and Safety policy (SS9200) and the Information Security policy (IM7800) reviews concluded in 2021 after multi-year processes. Both policies were extensively rewritten to take into account organizational changes as well as evolutions in best practice within their disciplines. Two new procedures were added to the Information Security policy to respond to security risks associated with cloud computing, and to provide guidance for security threat and risk assessments.

In 2020 the Policy Officer audited the policy manual to identify gendered language and replace it with gender-neutral terms. Most of these editorial changes were approved in 2020; changes to two outstanding policies were approved in January 2021.

Another policy audit was conducted after the title of Vice-President Research was changed to Vice-President Research and Innovation. Eighteen policies or procedures

were identified that needed editorial changes to reflect this; these policy edits were approved in Spring 2021.

## **Looking Ahead**

The University Secretary's Office continues to work with DEOs and other units and offices to respond proactively 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.

The review of UVic's equity policies, which began with the Sexualized Violence Prevention and Response Policy, is ongoing. The EQHR Policy Advisory Committee and technical policy subcommittee are currently reviewing the Discrimination and Harassment Policy (GV0205). When this review is complete, which is projected to happen in 2022, the next policy that will be reviewed is Human Rights, Equity, and Fairness (GV0200).

Eight policies will become due for review in 2022. These are:

- Copyright Compliance and Administration (IM7310);
- Furnishings, Fittings, Finishes and Artwork (BP3130);
- Future Employment Restrictions on Senior Management Employees (GV0240);
- Motor Vehicles (AD2315);
- Policy on University Policies and Procedures (GV0100);
- Procedures for the Selection of the Registrar (GV0400);
- Professional Development Expenses: Regular Faculty Members and Librarians (HR6410); and
- University Signage (BP3140).

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

# 2021 Policy Annual Report

## Appendix – Status of the Policy Portfolio

### New Policies and Procedures

No new university policies were developed in 2021.

Two new procedures were created in 2021 as part of the university’s response to COVID-19. The COVID-19 Mask Protocol Acknowledgement and Exemption Procedure and the COVID-19 Vaccine Status Declaration and Rapid Testing Procedure were approved in September 2021 and attached to the Environmental Health and Safety Policy (SS9200). Both procedures were updated in December 2021.

The following new policies and procedures are under development:

Policy	Portfolio	Status	Purpose
<b>New Policies in Development</b>			
Financial Conflict of Interest	VPRI	Under development	New procedure on financial conflicts of interest to meet some funder requirements.
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 2021, the following university policies and procedures were revised:

Policy	Portfolio	Effective Date
<b>Outdated Policies Renewed</b>		
Environmental Health and Safety (SS9200)	PRES	April 6, 2021
Information Security (IM7800)	VPFO	October 13, 2021
Sexualized Violence Prevention and Response Policy (GV0245)	PRES	February 19, 2021
Use of Vehicles and Parking (BP3200)	VPFO	March 30, 2021
<b>Other Policies and Procedures Revised</b>		
COVID-19 Mask Protocol Acknowledgement and Exemption Procedure	VPFO	December 17, 2021
COVID-19 Vaccine Status Declaration and Rapid Testing Procedure	VPFO	December 17, 2021
<b>Editorial Changes Made</b>		
Appointment of the Associate Dean (Research) of Engineering (GV0620)	VPAC	April 9, 2021
Duties and Responsibilities of Research Centre Directors (GV0715)	VPRI	March 26, 2021
Establishment, Review, and Closure of Research Centres (RH8300)	VPRI	March 26, 2021
External Research Funding Agreements (RH8200)	VPRI	March 26, 2021
Indirect Costs of Research (FM5400)	VPRI	March 26, 2021
Intellectual Property (GV0215)	VPRI	March 26, 2021
Liquor Policy (AD2400)	VPFO	January 15, 2021
Post Doctoral Fellows (HR6310)	VPRI	March 26, 2021
Procedures for Interim Executive Appointments	PRES	March 26, 2021
Procedures for the Appointment and Re-appointment of Research Centre Directors (GV0705)	VPRI	March 26, 2021

Policy	Portfolio	Effective Date
Procedures for the Appointment and Re-appointment of the Vice-President Research and Innovation (GV0310)	PRES	March 26, 2021
Procedures for the Appointment and Re-appointment of the Vice-Provost and Academic Associate Vice-Presidents (GV0350)	PRES	March 26, 2021
Research Funding Management and Financial Accountability (FM5405)	VPFO/VPRI	January 27, 2021
Research Grants in Lieu of Salary (RH8200)	VPRI	March 26, 2021
Research Involving Humans (RH8105)	VPRI	March 26, 2021
Research or Teaching Involving Animals (RH8110)	VPRI	March 26, 2021
Research Policy (RH8100)	VPRI	March 26, 2021
Scholarly Integrity A (AC1105(A))	VPAC	April 9, 2021
Scholarly Integrity B (AC1105(B))	VPAC	April 9, 2021
Signing Authority Policy (FM5100)	VPFO	March 26, 2021
<b>Typographical Corrections Made</b>		
Post Doctoral Fellows (HR6310) – updated hyperlinks	VPRI	April 8, 2021
Furniture, Fittings, Finishes, and Artwork (BP3130) – typo correction	VPFO	May 31, 2021

### *Rescinded Policies and Procedures*

Policy	Portfolio	Rescinded
<b>Outdated Policies Rescinded</b>		
Conflicts of Interest in Employment Practices (HR6200)	PRES	March 30, 2021

## Policies and Procedures Requiring Review

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

Policy	Portfolio	Status
<b>Targeted for Deletion or Relocation</b>		
Residence Services Budget Policy (FM5515)	VPAC	Under review
Employment Accommodation (HR6115)	VPFO	Under review
<b>Require Review</b>		
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	Under review
Capital Expenditures on Physical Plant (FM5205)	VPFO	Under review
Casual Employment of Students (HR6300)	VPFO	Under review



Policy	Portfolio	Status
Conflict of Interest and Confidentiality (GV0210)	PRES	Under review
Critical Incident Response Procedures (SS9115)	VPFO	Under review
Deans of Faculties and Divisions (GV0660)	VPAC	Under review
Discrimination & Harassment (GV0205)	PRES	Under review
Educational Services Contract Policy (AC1110)	VPAC	To be reviewed
Employment Equity (HR6100)	PRES	To be reviewed
Employment under Externally Funded Grants and Contracts (HR6305)	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	Under review
Guidelines for Participation in International Activities (AD2200)	PRES	To be reviewed
Hospitality Expenditures (FM5600)	VPFO	Targeted for review in 2022
Human Rights, Equity and Fairness (GV0200)	PRES	Targeted for review in 2022
Indirect Costs of Research (FM5400)	VPRI	Under review
Institutional Acquisition and Standardization of Information Technology Devices (AD2515)	VPFO	Under review
Internal Audit (GV0220)	VPFO	Approval in January 2022
Liability Insurance (FM5300)	VPFO	Under review
Liquor Policy (AD2400)	VPFO	Under review

Policy	Portfolio	Status
Off-Campus Graduate Programs (AC1115)	VPAC	Under review
Political Leave Policy (HR6425)	VPFO	Under review
Post Doctoral Fellows Policy (HR6310)	VPRI	To be reviewed
Prevention of Violence in the Workplace Policy (SS9120)	VPFO	Under review
Professional Development Expenses – PEA Staff (HR6420)	VPFO	Under review
Professional Development Expenses – ME Staff (HR6400)	VPFO	Under review
Protection of Privacy Policy (GV0235)	PRES	Under review
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	Nearing completion
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
Specialist/Instructional Appointments (HR6315)	VPAC	Under review
Student Awards (AC1130)	VPAC	Under review
Student Residence and Family Housing policies (BP3500, BP3505)	VPAC	Under review
Title of Emeritus or Emerita (AC1140)	VPAC	To be reviewed

Policy	Portfolio	Status
University of Victoria Art Museum, Policy on (BP3315)	VPER	Under review

**Policies with Transferred Approving Authority**

No policies had their approving authority changed in 2021.