

University of Victoria Annual Policy Report, 2023

Introduction

Policies are core governing documents for the university. Good policies support the achievement of strategic priorities, promote operational practices that align with identified institutional values, and contribute to the management of institutional risk.

UVic's Policy Environment

UVic's [Policy on University Policies and Procedures \(GV0100\)](#) establishes a consistent framework for developing and reviewing university policies and procedures. The goal of this framework is to create and maintain user-friendly policies and procedures that are current and relevant to the needs of the university community.

Under the *Policy on University Policies and Procedures*, the President reports annually to the Board of Governors and the Senate on University Policies developed and reviewed during the year and the action taken or recommended.

Policy Oversight and Central Support

Up-to-date institutional policies are necessary for effective governance, help the institution mitigate risk, and promote institutional values. The president and vice-presidents, as the Designated Executive Officers (DEOs) are responsible for the maintenance and review of policies and procedures within their portfolios. Regular policy reviews are mandated by the *Policy on University Policies and Procedures*, or in some cases by legislation.

The University Secretary's Office (USEC) provides a central support function to the university executive team when they are developing, maintaining or rescinding policies. USEC is a resource for navigating the policy management process, and ensures that policy changes are consistent and align with the university's policy framework.

Policy Highlights from 2023

From January to December 2023, the following university policies and procedures were developed or revised:

New Policies Developed	Portfolio	Effective Date
Procedures for the Appointment of Acting Associate Deans Indigenous (GV0805)	VPI/VPAC	August 2023 (interim policy)

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Policies with Completed Reviews	Portfolio	Effective Date
Policy for the Establishment of Micro-Certificate, Certificate and Diploma Programs (AC1120)	VPAC	May 2023
Policy on Scholarly Integrity (AC1105(A))	VPAC	June 2023
Policy on Scholarly Integrity (AC1105(B))	VPAC	June 2023
Signing Authority (FM5100)	VPFO	November 2023
Policy on Auditor Independence: Retention of External Auditors for Audit, Tax, and Other Non-Audit Services (GV0230)	VPFO	September 2023
Appointment and Review of the Associate Dean of Humanities (GV0600)	VPAC	November 2023
Post-Doctoral Fellows (HR6310)	VPRI	December 2023
Financial Conflicts of Interest in Public Health Service Funded Research (RH8215)	VPRI	April 2023

Policies with Editorial Changes	Portfolio	Effective Date
Calendar Submissions (AC1120)	USEC	March 2023
Policy for the Establishment of Certificate and Diploma Programs (AC1135)	VPAC	March 2023
External Reviews of Academic Units (AC1145)	VPAC	March 2023
Off-campus Activity Risk Management Policy (AD2210)	PRES	March 2023
Furnishings, Fittings, Finishes and Artwork (BP3130)	VPFO	October 2023
Fundraising and Gift Acceptance (ER4105)	VPER	March 2023
Procedures for the Appointment and Re-appointment of the Deputy Provost and Academic Associate Vice-Presidents (GV0350)	VPAC	March 2023
Procedures for the Appointment and Review of a Head of the Division of Medical Sciences (GV0500)	VPAC	March 2023

Looking Ahead

Of UVic's 124 institutional policies, 78 are currently under review or require review. 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, and to prioritize reviews according to their institutional significance and the length of time since the policy was last reviewed. For 2024, the focus will be on identifying policies that are no longer relevant and should be rescinded, and those are that could engage in a streamlined process for simpler and less in-depth reviews.