Policy Portfolio at a Glance

2019

127 University-wide policies

42 Outdated policies currently being reviewed

12 Past-due policies reviewed and updated

5 Policies rescinded

4 Other policies or procedures updated

4 Editorial changes or corrections made

52%
Of the policy portfolio is up to date as of December 2019
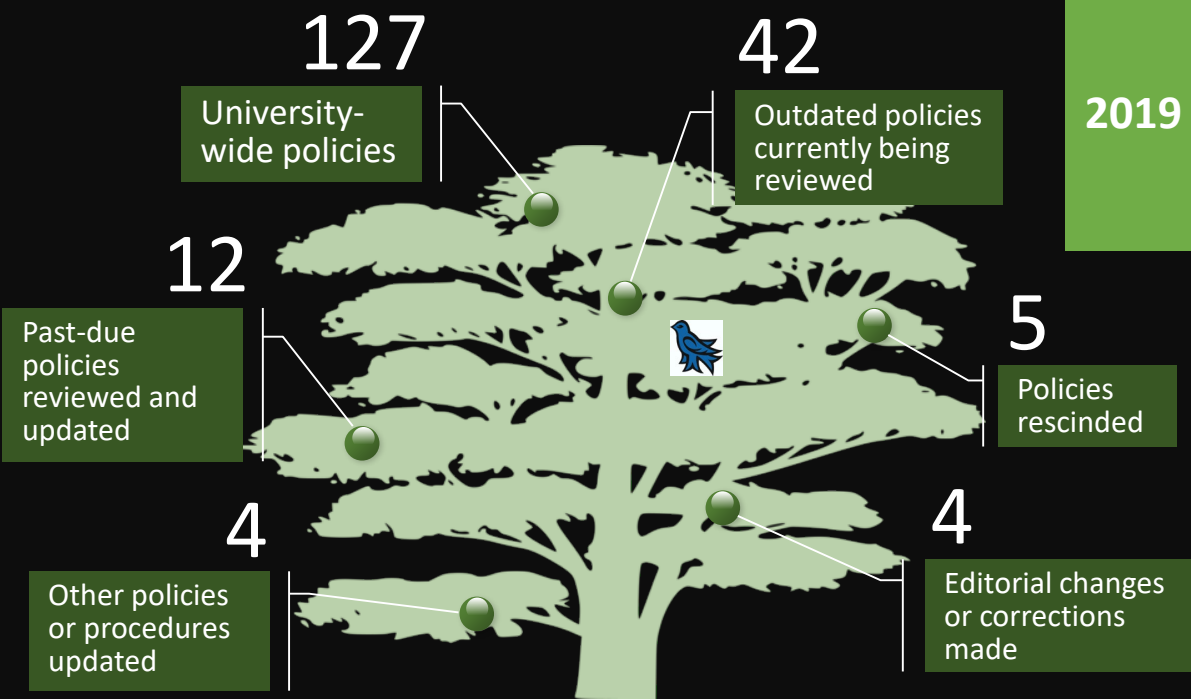
52%
**67** up to date policies

34%
42 policy reviews underway
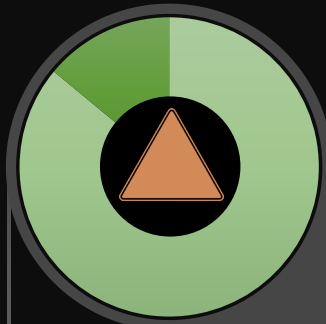
14%
18 policies needing review

University Policies Over Time

■ # Policies

Year	# Policies
2002	175
2004	183
2006	190
2007	189
2008	170
2009	172
2010	167
2011	148
2012	149
2013	148
2014	144
2015	145
2016	143
2017	131
2018	132
2019	127
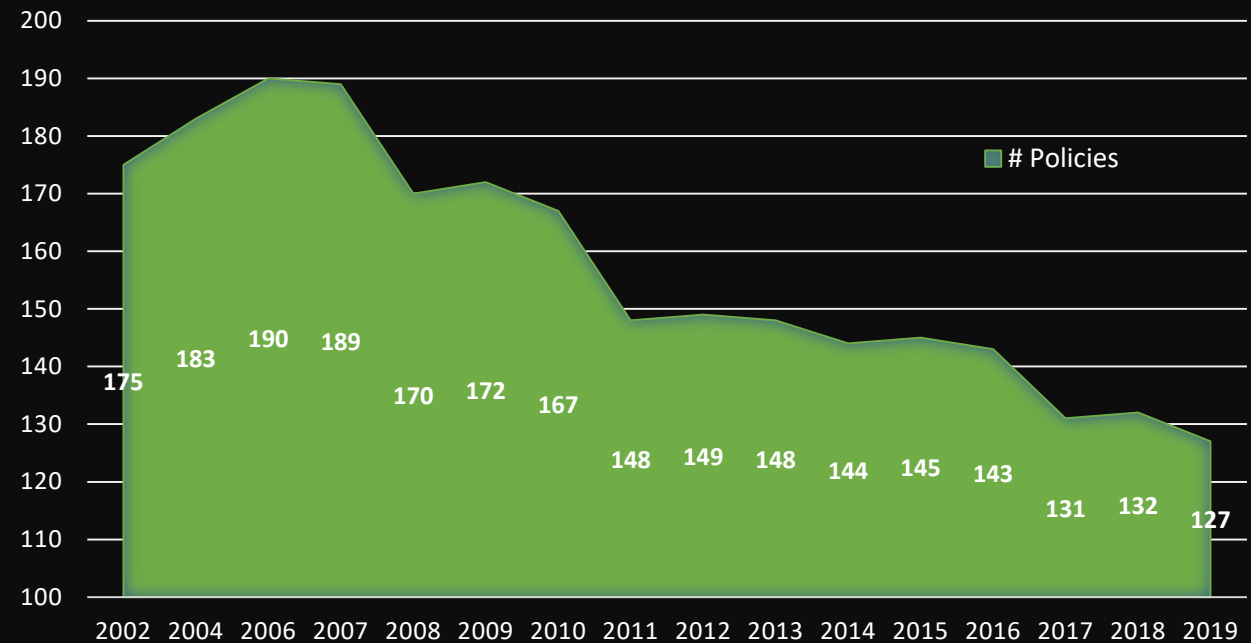
Date: February 21, 2020

To: Members of the Board of Governors and Senate

From: Jamie Cassels, QC
President and Vice-Chancellor

Re: 2019 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 2020.

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.

Update on the Policy Renewal

USEC supports the ongoing renewal of university policies. University policy renewal is guided 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.

Several policy renewal milestones were achieved in 2019. 12 outdated policies were renewed and updated, and five obsolete policies were rescinded. The updated policies cover areas such as equity and diversity (Preferential or Limited Hiring HR6110), human resources (Determination of the Employment Relationship HR6325), information technology (Audio-visual Services AD2510), and research centres (Appointment of Research Centre Directors GV0705; Duties and Responsibilities of Research Centre Directors GV0715; and Establishment, Review, and Closure of Research Centres RH8300).

Work that began in 2018 was concluded in 2019 when the remaining Campus Services policies were brought back to currency. The policies on printing, duplicating, photocopy, and facsimile services were consolidated into the Printing, Duplicating, and Photocopier Policy (AD2525). Three ancillary services budget policies were reviewed and determined to be obsolete, so they were rescinded.

With the aforementioned renewals completed, more than 50% of university policies are up to date (meaning that they have been reviewed within the last seven years). This is up from 44% at the end of 2018.

Policy Highlights from 2019

Collective bargaining with the Faculty Association presented an opportunity to update policies that were incorporated by reference into the collective agreement. These included such critical policies as Conflicts of Interest in Student-Faculty Relationships (AC1200), Intellectual Property (GV0215), and Duties and Responsibilities of Research Centre Directors (GV0715). These efforts will continue into 2020, when three more policies will be rescinded because their subject matter is now covered in the collective agreement. These policies are: Appointment of Chairs of Departments and Divisions (GV0700); Chairs of Departments and Directors of Schools (GV0710), and the Equity Policy for Female Faculty Members (HR6105).

A joint VPAC, VPFO, and USEC working group consolidated and updated the university's policies on relocation assistance for faculty and senior administrators. The refreshed Relocation Assistance Policy (HR6405) incorporated and replaced outdated policies on relocation grants, travel assistance, and home loan support.

The new Responsible Investment Policy (FM5215), which received Board of Governors approval in January 2020, replaced the outdated Social Responsibility and UVic Investments policy. The Responsible Investment Policy demonstrates UVic's commitment to environmental stewardship and sustainability through measures that reduce the carbon footprint of the short-term investment portfolio and increase engagement and investment towards addressing climate change. The policy was

developed through extensive consultation with faculty, staff, students, and experts, and close involvement of the Board of Governors.

Several current policies were revised to keep pace with changes at the university. The policy on appointing academic associate vice-presidents (GV0350) was revised to include the new position of vice-provost. The Calendar Submissions policy (AC1120) now states that the online calendar the official version, rather than the print calendar. This change anticipates the university's implementation of the Kuali cloud-based curriculum management and course catalog applications. Thirdly, the Naming of Facilities and Physical Assets policy (BP3100) was changed to keep pace with BC government rules, as well as to allow naming after a concept, word, value, or place that aligns with and reflects the university's mission and values or the history of the lands on which the university stands.

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.

Collaborative efforts are underway to tackle the reviews of several policies with high institutional importance and impact, including the Discrimination and Harassment policy (GV0205), the Information Security policy (IM7800), and the policy on Accommodation and Access for Students with Disabilities (AC1205). The Sexualized Violence Prevention and Response Policy (GV0245) is also due for its legislated three-year review in 2020.

19 policies will become due for review in 2020, including several executive appointment policies; the Protection of Privacy and Records Management policies; and the policy on Liability Insurance, among others.

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

2019 Policy Annual Report
Appendix – Status of the Policy Portfolio

New Policies and Procedures

No new university policies were developed in 2019.

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 in 2020	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 2019, the following university policies and procedures were revised:

Policy	Portfolio	Effective Date
Outdated Policies Renewed		
Appointment and Re-appointment of Research Centre Directors (GV0705)	VPRE	January 2019
Appointment of the Chancellor (GV0300)	USEC	June 2019
Audio-visual Services (AD2510)	VPFO	December 2019
Conflicts of Interest in Student-Faculty Relationships (AC1200)	PRES	September 2019

Policy	Portfolio	Effective Date
Determination of Employment Relationship (HR6325)	VPFO	June 2019
Duties and Responsibilities of Research Centre Directors (GV0715)	VPRE	October 2019
Establishment, Review, and Closure of Research Centres (RH8300)	VPRE	January 2019
Intellectual Property (GV0215)	VPRE	September 2019
Preferential or Limited Hiring (HR6110)	PRES	August 2019
Printing and Duplicating Services Policy (AD2525) – renamed the Printing, Duplicating, and Photocopier Policy	VPAC	September 2019
Relocation Assistance (HR6405) (formerly Relocation Grants)	VPAC	June 2019
Research Policy (RH8100)	VPRE	January 2019
Other Policies and Procedures Revised		
Appointment and Re-appointment of the Academic Associate VPs (GV0350)	PRES	January 2019
Calendar Submissions (AC1120)	USEC	December 2019
Naming of Facilities and Physical Assets (BP3100)	PRES	March 2019
Relocation Assistance Procedures (attached to policy HR6405)	VPAC	June 2019
Editorial Changes Made		
Procedures for the Appointment and Review of a Head of the Division of Medical Sciences (GV0500)	VPAC	January 2019
Procedures for the Appointment of the Associate Dean (Research) of Engineering (GV0620)	VPAC	February 2019
Procedures for the Appointment of the Associate Dean (Undergraduate Programs) of Engineering (GV0625)	VPAC	February 2019
Typographical Corrections Made		
Off-campus Activity Risk Management Policy (AD2210)	PRES	May 2019

Rescinded Policies and Procedures

Policy	Portfolio	Rescinded
Outdated Policies Rescinded		
Travel Allowance for Visiting and Sessional Appointments (HR6415)	VPAC	June 2019
Bookstore Budget Policy (FM5505)	VPAC	September 2019
Food Services Budget Policy (FM5510)	VPAC	September 2019
Printing & Duplicating Services Budget Policy (FM5520)	VPAC	September 2019
Photocopy and Facsimile (FAX) Services Policy (AD2530)	VPAC	September 2019

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
Appointment of Chairs of Departments or Divisions (GV0700)	VPAC	Board approval in January 2020
Chairs of Departments and Directors of Schools (GV0710)	VPAC	Preparing for Board approval
Equity Policy for Female Faculty Members (HR6105)	PRES	Board approval in January 2020
Require Review		
Academic Accommodation and Access for Students with Disabilities (AC1205)	VPAC	Under review
Appointment of Associate Deans (12) (GV0600-GV0655)	VPAC	Under review
Appointment and Review of a Head of the Division of Medical Sciences, Procedures for the (GV0500)	VPAC	Under review

Policy	Portfolio	Status
Appointment of Deans (GV0450)	VPAC	To be reviewed
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
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
Conflict of Interest in Employment Practices (HR6200)	PRES	Under review
Critical Incident Response Procedures (SS9115)	VPFO	To be reviewed
Deans of Faculties and Divisions (GV0660)	VPAC	Under review
Discrimination & Harassment (GV0205)	PRES	To be reviewed
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)	VPRE	Under review

Policy	Portfolio	Status
Guidelines for Participation in International Activities (AD2200)	PRES	To be reviewed
Human Rights, Equity and Fairness (GV0200)	PRES	To be reviewed
Indirect Costs of Research (FM5400)	VPRE	Under review
Information Security Policy (IM7800)	VPFO	Under review
Institutional Acquisition and Standardization of Information Technology Devices (AD2515)	VPFO	Under review
Liquor Policy (AD2400)	VPFO	To be reviewed
Off-Campus Graduate Programs (AC1115)	VPAC	Under review
Political Leave Policy (HR6425)	VPFO	Under review
Post-Doctoral Fellows Policy (HR6310)	VPRE	To be reviewed
Prevention of Violence in the Workplace Policy (SS9120)	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
Responding to the Death of a Student	VPAC	Under review
Risk Management Policy (GV0225)	VPFO	Under review
Social Responsibility & UVic Investments (FM5215) – renamed "Responsible Investment Policy"	VPFO	Board approval in January 2020
Specialist/Instructional Appointments (HR6315)	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
Use of Vehicles and Parking on Campus (BP3200)	VPFO	Under review

Policies with Transferred Approving Authority

No policies had their approving authority changed in 2019.