



University
of Victoria

Policy Renewal

Policy Renewal is a process of reviewing and updating the University's policies to ensure they remain relevant and effective. This process is guided by the University's Strategic Plan and the BC Audit and General Inquiries Commission's recommendations. The importance of this process is highlighted by the fact that it is a key component of the University's commitment to transparency and accountability.

The University Secretary's Role

The University Secretary's Office (USEC) supports the university executive team to develop and maintain policies within their respective portfolios, and acts as a resource to Designated Executive Officers (DEOs) for policy drafting, research, development and review, and benchmarking. USEC ensures that policy changes are consistent with other policies and with the university's policy framework.

Policy Highlights from 2022

COVID-19 Regulations

The *COVID-19 Vaccination Status Declaration Procedure* was revised in January after the university's rapid test program ended. A new procedure was added in February to cover the vaccine procedures for employees hired after February 14, 2022.

As public health restrictions eased over the subsequent months, the university rescinded its

several financial and research-related policies. These changes were approved between April and July, 2022.

Other policy changes include updating the *Traffic and Parking Regulations* to remove annual parking passes (which Campus Security no longer offers), and updating the *Travel and Business Expenses* policy to update travel advance limits and mileage reimbursement amounts.

Policy Framework

The University Secretary's Office developed a streamlined policy review process that can be used when policy changes are expected to be low-risk and minor in scope. After consulting with the other executive offices, the University Secretary's Office is looking for appropriate cases to trial this process, with the hope that some policy reviews can be done more quickly and efficiently while maintaining proper oversight and accountability.

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 Outdated policies are being reviewed according to their institutional significance and the length of time since the policy was last reviewed; the long-term goal is to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. Six policies will become due for review in 2023.

Attachments

Appendix – Status of the Policy Portfolio