



POLICY ON UNIVERSITY POLICIES AND PROCEDURES

University Policy No.: GV0100
Classification: Governance
Approving Authority: Board of Governors
Effective Date: November/07
Supersedes:
Last Editorial Change: October/09
Mandated Review: November/14

Associated Procedures:

[Procedures Relating to the Policy on University Policies and Procedures](#)

PURPOSE

- 1.00 University Policies and Procedures should be current, functional and readily accessible to the university community. The purpose of this policy is to define and set standards for University Policies and Procedures, including a requirement for their periodic review.

DEFINITIONS

- 2.00 University Policy: defined by *all* of the following criteria:
- a. It is a principle-based statement to be followed in carrying out the activities of the university;
 - b. It has broad application throughout the university and is binding on members of the university community; and
 - c. The subject matter is such that it requires Board of Governors, Senate, presidential or vice-presidential review and approval for policy issuance and revision.
- 3.00 Procedure: a process or set of steps to be followed in order to give effect to a University Policy.

POLICY

- 4.00 A University Policy should promote governance, management practices, and behaviour consistent with the university's core principles; advance the university's mission; comply with applicable laws and regulations; promote operational efficiencies; and/or reduce institutional risk.

Roles and Responsibilities

- 5.00 A University Policy will specify:
- 5.01 An Approving Authority: the individual or body responsible for final approval of a University Policy. Approving Authorities include:

- a. the Board of Governors, which approves University Policies relating to the

- 9.00 Individuals in senior administrative and management positions are responsible for making a reasonable effort to ensure that members of the university community in their areas and units are informed of University Policies and Procedures that govern their activities.
- 10.00 The Office of the University Secretary is the official repository for University Policies.
- 10.01 The University Secretary will maintain records of delegations of authority by Approving Authorities that occur under this policy.
- 11.00 The University Secretary may make editorial changes to a University Policy or Procedures, provided that such changes do not substantively affect the University Policy or Procedures. Editorial changes are subject to approval by:
- a. the Designated Executive Officer, in the case of editorial changes to a University Policy; or
 - b. the Procedural Authority, in the case of editorial changes to Procedures.

Format

- 12.00 A University Policy will be classified and presented in the format prescribed by the *Procedures Relating to the Policy on University Policies and Procedures*.

Procedures

- 13.00 Procedures associated with a University Policy may be developed subsequent to the establishment of the University Policy.

13.01 The Approving Authority for a University Policy has the authority to specify:

- a. the Procedural Authority; and
- b. the Procedural Officer.

Effective Date

- 14.00 A University Policy becomes operational and enforceable upon approval or at a later date specified by the Approving Authority.

- 15.00 Procedures associated with a University Policy become operational and enforceable upon approval or at a later date specified by the Procedural Authority.

Review

- 16.00 A University Policy must undergo a substantive review every seven years, but may be reviewed at any time as needed.

- 17.00 Procedures associated with a University Policy must be reviewed when the University Policy is reviewed, but may be reviewed at any time as needed.

Other Policies and Agreements

18.00 Faculties and other academic and administrative units may establish local unit policies



h)

Designated Executive Officer so

Rescindment of University Policies and Procedures

11.00 A University Policy or Procedures may be rescinded at any time, subject to approval by:

- a) the Approving Authority, in the case of a University Policy; or
- b) the Procedural Authority, in the case of a Procedure.

Mandated Periodic Review of University Policies and Procedures

12.00 The University Secretary will set a cyclical schedule for the mandated review of all University Policies and Procedures.

12.01 The University Secretary will advise a Designated Executive Officer of the schedule for mandated review of a particular University Policy.

12.02 The University Secretary will advise a Procedural Authority of the schedule for mandated review of a particular Procedure.

12.03 In cases where a University Policy undergoes substantive review outside the regular review cycle, the mandated review date should normally be re-set at the standard number of years following the review.

13.00 The Designated Executive Officer for a University Policy will:

- a) initiate and direct the mandated reviews according to the steps set out in these Procedures;
- b) recommend revisions when warranted; and
- c) report to the President, through the University Secretary, on the outcomes of the review.

Standard Format and Components of University Policies

14.00 The standard components for University Policies include the following:

- a) **The Heading**, which includes:
 - the University of Victoria logo
 - policy title
 - university policy number
 - policy classification
 - Approving Authority (e.g.: Board, Board on the recommendation of Senate, Senate)
 - effective date (the date when the policy or revised policy comes into force)
 - the effective date of the previous version which is superseded by the new version
 - the date of the last editorial change
 - mandated review date (the date by which the mandated review must be completed)

- b) **Policy Purpose**
- c) **Definitions** (optional)
- d) **Jurisdiction/Scope** (optional)
- e) **Policy** (A clear and concise statement of the policy. This section should not include Procedures.)
- f) **Authorities and Officers** (A list of all authorities and officers for the policy.)
 - i) Approving Authority
 - ii) Designated Executive Officer
 - iii) Procedural Authority
 - iv) Procedural Officer
- g) **Relevant Legislation** (optional)
- h) **Related Policies and Documents** (optional)

University Policy Functional Classification System and Numbering

15.00 University Policies will be classified according to the following functional classification system:

Code	Functional Classification
GV	Governance
AC	Academic and Students
AD	Administration
BP	Buildings and Properties
ER	External Relations
FM	Financial Management
HR	Human Resources
IM	Information Management
RH	Research
SS	Safety and Security

16.00 The University Secretary will assign each University Policy a three-digit number (001-999) following the relevant two-letter alpha code associated with the functional classification system outlined above.