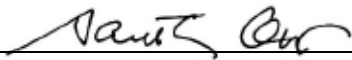




SUBJECT	BOARD OF GOVERNORS POLICIES – PROPOSED SYSTEM FOR POLICY IDENTIFICATION
MEETING DATE	JUNE 3, 2019

Forwarded on the Recommendation of the President

**APPROVED FOR
SUBMISSION**



 Santa J. Ono, President and Vice-Chancellor

DECISION REQUESTED	<p>IT IS HEREBY REQUESTED that <i>the Governance Committee recommend that the Board of Governors:</i></p> <ul style="list-style-type: none"> <i>i. approve implementation of a new system for naming and numbering policies approved by the UBC Board of Governors (the “Policies”) as described in this Report (the “Proposed System”); and,</i> <i>ii. authorize the University Counsel or his delegates to: (1) update the number and short title of each existing Policy to reflect the Proposed System; (2) re-format all existing Policies in the form set out in Attachment B to the report; and (3) update all applicable Policies that require consequential amendments to change cross-references to reflect the Proposed System.</i>
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Report Date	May 14, 2019
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Presented By Hubert Lai, Q.C., University Counsel

EXECUTIVE SUMMARY

There are currently 93 Policies in place. Given the extensive Policy review being undertaken, it is an appropriate time to also review the Policy identification scheme. The Office of the University Counsel (“OUC”) has undertaken a full review of the current identification system for the Policies to determine whether a revised identification system would be beneficial, and if so, to determine the identification system that would be most logical and informative for members of the UBC community. Currently, a number and a title identify each Policy. The numbers range from 1 to 131, with no particular meaning ascribed to each number. Certain of the numbers in the above-noted range do not have any Policies ascribed to them. The titles of the Policies vary in length from two words to 28 words. Further, unless a person deals with a particular Policy on a regular basis, it is unlikely that such person would be aware of what Policy is being referred to when the current Policy number is used.

The OUC has determined that a new identification system that allows UBC community members to obtain more information regarding the content of a particular Policy would be beneficial. Accordingly, the OUC has devised the Proposed System. The Proposed System (1) categorizes the Policies according to subject matter; (2) uses a combination of letters and numerical digits to identify Policies, with the letters indicating the subject matter of each Policy; and (3) creates a short title for each Policy. In addition to providing more information to Policy users, the Proposed System also encourages the use of the short titles instead of the Policy numbers to refer to Policies. The objective of this is to place less emphasis on the Policy number and more emphasis on the content of the Policy.

Attachments

- Attachment A is a Spreadsheet listing all Policies by proposed category and including the following information regarding each Policy: current title, current Policy number, proposed short title, proposed Policy number, month and year in which the Policy was created, month and year in which the Policy was last revised, Responsible Executive(s), and Responsible Board Committee.
- Attachment B is a blank template a revised Policy format, which reduces the explanatory information on the first page of each Policy (such as information regarding the Responsible Executive), and includes such information together with additional information related to the Policy in explanatory notes that are appended to the Policy. If the Board of Governors wishes to see an illustrative example, the policy proposal in respect of amendments to Policy #1 *Administration of Policies* (the materials for which are included elsewhere in the June 2019 Board meeting package) has been prepared under the assumption that the Proposed System is approved.

STRATEGIC CORE AREAS SUPPORTED

People and Places Research Excellence Transformative Learning Local / Global Engagement

DESCRIPTION & RATIONALE

The objective of the Proposed System is to improve the overall Policy framework and accessibility of Policies at UBC.

The OUC considered a number of potential numbering and classification systems, including classifying the Policies by responsible Board Committees, Responsible Executives, or subject matter. The OUC determined that classifying the Policies by responsible Board Committees or Responsible Executives would pose risks to the longevity of the classification system as the Board Committee or Responsible Executive for a particular Policy could change. Further, some Policies have multiple Responsible Executives, thereby making this categorization system more difficult to implement. The subject matter categorization system, which forms the basis of the Proposed System, contains a number of benefits. It provides information about the content of Policies, it allows for logical categorization of Policies, and provides a stable numbering system.

The Proposed System contains seven categories with each Policy number having two parts, as follows: Part 1 is an alpha code composed of two letters indicating the Policy category; and Part 2 is a digit assigned to each Policy in a specific category in chronological order based on the date the Policy was created, from oldest to most recent.

The proposed categories are as follows:

Policy Category	Alpha Code
Appointments and Extensions	AP
Financial Management	FM
Governance and Administration	GA
Human Resources	HR
Learning, Research, and Innovation	LR
Safety, Conduct, and Environment	SC
Use of Property (Lands, Facilities, Materials, Intangible Property)	UP

A brief description of the subject matter of each category is set out below:

1. *Appointments and Extensions* – This category is for Policies related to appointments of individuals in academic and administrative roles, including appointments of Deans and Principals, Administrative Vice-Presidents, Registrar and Librarians, Senior Academic Administrators, Postdoctoral Fellows, and Retired Faculty Members. This category also includes Policies related to extensions of appointments.
2. *Financial Management* – This category is for Policies related to financial operations of the University, and includes Policies on late payment of fees and accounts, purchasing, cash handling, endowment management, fundraising, term invested fund management, and internal loans.
3. *Governance and Administration* – This category is for Policies related to governance and administration matters at the University, and includes Policies on record management, University archives, administration of Policies, and meetings of the Board of Governors.
4. *Human Resources* – This category is for Policies related to human resource matters, and includes Policies on leaves due to illness, vacations, relocation of faculty and staff members, study leaves, compensation for non-union staff members, and employment equity.
5. *Learning, Research, and Innovation* – This category is for Policies related to learning, research, and innovation matters at the University, and includes Policies on general research matters, research grants, University Killam professors, distinguished scholar honorifics, consultation regarding tuition and mandatory fees, academic accommodation, inventions and discoveries, and use of teaching materials in UBC credit courses.
6. *Safety, Conduct, and Environment* – This category is for Policies related to the safety and conduct of UBC community members and the University environment, and includes Policies on occupational and research health and safety, smoking and smoking product promotion on campus, conflicts of interest, scholarly integrity, discrimination, use of IT systems and wireless networks, and sexual assault and other sexual misconduct.
7. *Use of Property (Lands, Facilities, Materials, Intangible Property)* – This category is for Policies related to use of University property and assets, and includes Policies on charitable appeals on the University campuses, vending machines, use of equipment and services, third party use of University trade-marks, pest control, posting of notices and signs on University campuses, and land use.

The Proposed System will not re-use Policy numbers. For example, upon repeal of a Policy, there will simply be a note next to its number in the index of Policies stating the following: “*Policy repealed*”. This will ensure that there is no confusion as to which Policy a particular number refers to and will allow for assignment of chronological numbers indicating the order of creation of the Policies within a specific Policy category. Policies will retain their assigned number upon any amendments, thereby ensuring consistency.

The Proposed System also includes the creation of a short title for each Policy. The short title will be in addition to the existing long title of each Policy. Each short title will: (1) reflect the content of the applicable Policy; (2) be unique (i.e., no short titles will be duplicated); (3) end with the word “Policy”; and (4) be no more than four words including the word “Policy”. The OUC has created a proposed short title for each of the existing Policies as set out in the attached spreadsheet. The use of short titles will facilitate a transition over time from use of Policy numbers to use of Policy short titles when referring to Policies. Identification of Policies by short title rather than by number will provide more context to recipients of the information related to a specific Policy, which will be particularly helpful for those who are not familiar with the particular Policy.

An example of how the Proposed System would work is as follows: The oldest Policy on appointments is Policy #27 *Appointment of Retired Faculty Members*. The most recent Policy on appointments is Policy #34 *Appointment and Extension of Appointment of Administrative Vice-Presidents*. The oldest Policy regarding financial management matters is Policy #67 *Late Payments of Fees and Accounts*. The most recent Policy regarding financial management matter is Policy #126 *Capital Projects, Capital Purchases & Internal Loans*. Under the Proposed System, these Policies would be re-identified as follows:

Current Policy Number	Long Title of Policy	Subject Matter Category	Policy Number under Proposed System	Short Title of Policy under Proposed System
#27	Appointment of Retired Faculty Members	Appointments and Extensions	AP1	Retired Faculty Appointments Policy
#34	Appointment and Extension of Appointment of Administrative Vice-Presidents	Appointments and Extensions	AP14	Administrative VP Policy
#67	Late Payment of Fees and Accounts	Financial Management	FM1	Late Payment Policy
#126	Capital Projects, Capital Purchases & Internal Loans	Financial Management	FM11	Capital Projects Policy

While some Policies may fit into multiple subject matter categories, the OUC has considered which category best describes each Policy. In respect of the categorization of new Policies, the OUC envisions that the applicable policy development committee will undertake this same process of determining which category best reflects the subject matter of the new Policy.

BENEFITS Learning, Research, Financial, Sustainability & Reputational	<p>The Proposed System will provide a more efficient and logical method to categorize and identify Policies while also creating a more informative and accessible Policy identification system by:</p> <ul style="list-style-type: none"> • using identifying numbers which contain an alpha code that indicates the subject matter of each Policy; • keeping the number of Policies in each category to a manageable number; for example, the OUC estimates that the number of Policies in each category will not exceed 20 Policies; • assigning a new number to each new Policy, thereby reducing the confusion that may arise from reusing of Policy numbers; and • aiming to transition to an identification system focused on the use of short titles (indicating content of the Policy) instead of on the use of numbers.
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RISKS Financial, Operational & Reputational	<p>The implementation of the Proposed System will not result in any substantive changes to the existing Policies. However, the OUC recognizes that certain members of the UBC community have grown accustomed to using the current Policy numbers to refer to various Policies and that some time will be required for certain members of the UBC community to acclimatize to the Proposed System.</p>
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The use of an effective communication plan and sufficient lead-up time to the implementation of the Proposed System will minimize the risk of a negative impact on operational matters. In addition, the OUC will maintain access on its website to Policies under the current numbering system for at least five years after the effective date of the implementation of the Proposed System. Such access will provide members of the UBC community with the option of accessing Policies using the new numbering system or using the current numbering system for a significant period thereby ensuring that the UBC community has sufficient time to familiarize itself with the Proposed System without impacting the efficient use of, and reference to, Policies during the transition period.

SCHEDULE Implementation Timeline	<p>Subject to approval by the Board of Governors, the OUC will work with UBC Communications & Marketing to develop an effective plan to communicate the Proposed System to the UBC community. The OUC anticipates that the communication plan will include a UBC-wide email notifying UBC members of the new system, a link on the OUC website dedicated to explaining the rationale and principles of the new system, and a sufficient transition period between the announcement of the implementation of the Proposed System and the effective date of such implementation.</p>
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CONSULTATION Relevant Units, Internal & External Constituencies	<p>The OUC held a number of meetings and reviewed a number of drafts to finalize the Proposed System. In addition, when preparing the Proposed System, the OUC undertook a review of the numbering and policy categorization systems at other universities, including: University of Victoria, Simon Fraser University, University of Toronto, McGill University, Harvard University. Three of these universities use classification systems based on the function or subject matter of the policy, with many of the categories being similar in nature to the subject matter categories of the Proposed System, and two of the universities organize the policies in alphabetical order based on the title of the policy but do not appear to have assigned numbers or other identifiers to the policies.</p>
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The OUC has also consulted the President and the Chair of the Board of Governors regarding the Proposed System.

Subject Matter	Current Policy Title	Current Policy Number	Proposed Short Title	Proposed Policy Number	Date Created	Date Last Revised	Responsible Executive	Responsible Board Committee
Appointments and Extensions	Appointment of Retired Faculty Members	#27	Retired Faculty Appointments Policy	AP1	1977-07	2013-06	Provost/VPA, UBCV, Provost/VPA, UBCO	People, Community & International Committee
Appointments and Extensions	Designation of Acting Administrative Heads of Unit	#26	Acting Heads Policy	AP2	1978-06	2016-12	VPHR	Employee Relations Committee
Appointments and Extensions	Board of Governors Appointments	#25	Board Appointments Policy	AP3	1979-03	2010-09	President	Employee Relations Committee
Appointments and Extensions	Faculty Term Appointments Without Review	#42	Faculty Term Appointments Policy	AP4	1985-07	2010-09	Provost/VPA, UBCV, Provost/VPA, UBCO	Employee Relations Committee
Appointments and Extensions	Appointment of Deans and Principals (Joint Board and Senate Policy)	#21	Deans/Principals Appointment Policy	AP5	1990-03	2013-09	Provost/VPA, UBCV, Principal/DVC, UBCO	Employee Relations Committee
Appointments and Extensions	Extension of Appointments for Designated Senior Academic Administrators	#24	Academic Administrator Extension Policy	AP6	1991-11	2017-06	President	Executive Committee
Appointments and Extensions	Appointment of Graduate Students to Teach a Course Requiring a Board of Governors Appointment	#75	Graduate Student Teaching Policy	AP7	1992-07	2012-02	Provost/VPA, UBCV, Provost/VPA, UBCO	Employee Relations Committee
Appointments and Extensions	Extension of Appointments for Deans	#23	Deans Extension Policy	AP8	1992-09	2016-12	Provost/VPA, UBCV, Principal/DVC, UBCO	Employee Relations Committee
Appointments and Extensions	Appointments and Extension of Appointments for Heads of Academic Units	#22	Academic Heads Policy	AP9	1993-03	2016-12	Provost/VPA, UBCV, Provost/VPA, UBCO	Employee Relations Committee
Appointments and Extensions	Postdoctoral Fellows	#61	Postdoctoral Fellows Policy	AP10	1995-10	2012-04	Provost/VPA, UBCV, Provost/VPA, UBCO	People, Community & International Committee
Appointments and Extensions	Appointment of Registrar and Librarians (Joint Senate and Board Policy)	#17	Registrar/Librarian Appointment Policy	AP11	2008-02	2012-02	Provost/VPA, UBCV, Provost/VPA, UBCO	Employee Relations Committee
Appointments and Extensions	Appointment of Designated Senior Academic Administrators (Joint Senate and Board Policy)	#18	Academic Administrator Appointment Policy	AP12	2008-06	2017-10	President	Employee Relations Committee
Appointments and Extensions	Extension of Appointments for Registrar and Librarians	#43	Registrar/Librarian Extension Policy	AP13	2011-04	2016-12	Provost/VPA, UBCV, Provost/VPA, UBCO	Employee Relations Committee
Appointments and Extensions	Appointment and Extension of Appointment of Administrative Vice-Presidents	#34	Administrative VP Policy	AP14	2016-02	2016-12	President	Executive Committee
Financial Management	Late Payment of Fees and Accounts	#67	Late Payment Policy	FM1	1977-07	2002-07	VPFO	Finance Committee
Financial Management	Purchasing	#122	Purchasing Policy	FM2	1978-10	2003-05	VPFO	Finance Committee
Financial Management	Cash Handling	#119	Cash Handling Policy	FM3	1989-02	2005-06	VPFO	Audit Committee

Subject Matter	Current Policy Title	Current Policy Number	Proposed Short Title	Proposed Policy Number	Date Created	Date Last Revised	Responsible Executive	Responsible Board Committee
Financial Management	Over-Expenditure on Research and Specific Purpose Trust Project/Grants	#90	Research Over-Expenditure Policy	FM4	1991-11	2005-06	VPFO, VPRI	Finance Committee
Financial Management	Endowment Management	#113	Endowment Policy	FM5	1991-11	2017-04	VPFO	Finance Committee
Financial Management	Fundraising and Acceptance of Donations	#114	Fundraising Policy	FM6	1993-09	2015-06	VPDAE	People, Community & International Committee
Financial Management	Extraordinary Expenses - Grant and Contract-Funded Employees	#86	Contract Employees Fund Policy	FM7	1994-12	x	VPRI	Employee Relations Committee
Financial Management	Travel and Other Business-Related Expenses (Proposed name)	#83	Business Expenses Policy	FM8	2000-11	2005-06	VPFO	Audit Committee
Financial Management	Term Invested Fund Management	#123	Term Investments Policy	FM9	2007-04	2010-04	VPFO	Finance Committee
Financial Management	Retained Risk Fund for Major Construction Projects	#125	Retained Risk Policy	FM10	2009-09	2017-02	VPFO	Finance Committee
Financial Management	Capital Projects, Capital Purchases & Internal Loans	#126	Capital Projects Policy	FM11	2017-06	x	VPFO	Property Committee
Governance and Administration	Acting President	#19	Acting President Policy	GA1	1987-04	2013-09	President	Executive Committee
Governance and Administration	Administration of Policies (Proposed long title: Regulatory Framework for the Administration of Board Policies and Procedures)	#1	Regulatory Framework Policy	GA2	1993-05	1995-03	UC	Governance Committee
Governance and Administration	Communications	#96	Communications Policy	GA3	1994-05	2005-06	VPE	People, Community & International Committee
Governance and Administration	Records Management	#117	Records Management Policy	GA4	1996-03	2008-02	Provost/VPA, UBCV	Audit Committee
Governance and Administration	University Archives at UBC Vancouver	#127	Vancouver Archives Policy	GA5	1996-03	2005-06	Provost/VPA, UBCV	Learning & Research Committee
Governance and Administration	Visual Identity	#94	Visual Identity Policy	GA6	2003-05	x	VPE	People, Community & International Committee
Governance and Administration	Open, Closed and <i>In Camera</i> Meetings of the Board of Governors	#93	Board Meetings Policy	GA7	2008-11	x	President	Governance Committee
Human Resources	Curriculum Vitae and Publications Record	#51	CV Policy	HR1	1967-03	2005-06	Provost/VPA, UBCV, Principal/DVC, UBCO	Learning & Research Committee
Human Resources	Leave to Take Political Office	#50	Political Leave Policy	HR2	1971-08	2013-04	Provost/VPA, UBCV, VPHR, Provost/VPA, UBCO	Employee Relations Committee
Human Resources	Death Notices	#39	Death Notices Policy	HR3	1977-07	1995-03	VPHR	People, Community & International Committee
Human Resources	Leave Due to Illness of Members of Faculty	#62	Sick Leave Policy	HR4	1978-07	2005-06	Provost/VPA, UBCV, Principal/DVC, UBCO, Provost/VPA, UBCO	Employee Relations Committee
Human Resources	Vacations - Non-Union, Management and Professional Staff	#56	Vacations Policy	HR5	1979-03	2005-06	VPHR	Employee Relations Committee
Human Resources	Relocation of Faculty Members and Senior Management Staff	#82	Relocation Policy	HR6	1980-02	2007-03	VPHR	Employee Relations Committee


Subject Matter	Current Policy Title	Current Policy Number	Proposed Short Title	Proposed Policy Number	Date Created	Date Last Revised	Responsible Executive	Responsible Board Committee
Human Resources	Non-Performance of Work during a Legal Strike	#64	Strike Policy	HR7	1980-03	2017-02	VPHR	Employee Relations Committee
Human Resources	Study Leave (other than Faculty)	#54	Study Leave Policy	HR8	1981-12	2005-06	VPHR	Employee Relations Committee
Human Resources	Pre-Retirement Reduced Appointment Agreements for Staff	#49	Reduced Work Policy	HR9	1984-08	2016-12	VPHR	Employee Relations Committee
Human Resources	Employment Equity	#2	Employment Equity Policy	HR10	1990-11	2018-06	Provost/VPA, UBCV	Employee Relations Committee
Human Resources	Advertising of Available Employment Positions	#20	Employment Advertising Policy	HR11	1992-07	2017-06	Provost/VPA, UBCV, VPHR, Provost/VPA, UBCO	Employee Relations Committee
Human Resources	Total Compensation of Executive Officers, Management Officers, Service Unit Directors Excluded from AAPs, and Staff Members who are Excluded From or Not Represented by a Union or Association	#31	Non-Union Compensation Policy	HR12	1995-05	2014-04	VPHR	Executive Committee
Learning, Research, and Innovation	Chair, Professorship and Distinguished Scholar Honorifics	#47	Honorifics Policy	LR1	1987-12	2014-04	Provost/VPA, UBCV, Provost/VPA, UBCO	Learning & Research Committee
Learning, Research, and Innovation	Research	#87	Research Policy	LR2	1993-07	2016-04	VPRI	Learning & Research Committee
Learning, Research, and Innovation	Research Grants as Part Payment During Study Leave	#37	Grants During Leave Policy	LR3	1994-01	x	VPRI	Finance Committee
Learning, Research, and Innovation	Consultation with Students about Tuition and Mandatory Fees	#71	Tuition Consultation Policy	LR4	1994-12	2015-12	VPS	Learning & Research Committee
Learning, Research, and Innovation	Research Grants During Periods Other Than Study Leave	#35	Research Grants Policy	LR5	1995-07	x	VPRI	Finance Committee
Learning, Research, and Innovation	University Killam Professors	#57	Killam Professors Policy	LR6	1996-03	2012-12	President	Learning & Research Committee
Learning, Research, and Innovation	Accommodation for Students with Disabilities (Joint Senate and Board Policy)	#73	Academic Accommodation Policy	LR7	1999-05	2019-01	VPS	Learning & Research Committee
Learning, Research, and Innovation	Acceptance, Management and Sale of Technology Licensing Equity	#105	Technology Equity Policy	LR8	2000-11	x	VPFO, VPRI	Learning & Research Committee
Learning, Research, and Innovation	Research Involving Human Participants	#89	Human Research Policy	LR9	2002-03	2012-06	VPRI	Learning & Research Committee
Learning, Research, and Innovation	Access to the University of British Columbia	#72	Financial Aid Policy	LR10	2004-07	2005-06	VPS	People, Community & International Committee
Learning, Research, and Innovation	Inventions and Discoveries	#88	Inventions Policy	LR11	2013-06	x	VPRI	Learning & Research Committee
Learning, Research, and Innovation	Use of Teaching Materials in UBC Credit Courses	#81	Teaching Materials Policy	LR12	2014-02	2015-04	Provost/VPA, UBCV, Provost/VPA, UBCO	Learning & Research Committee
Safety, Conduct, and Environment	Occupational and Research Health and Safety Policy	#7	Health and Safety Policy	SC1	1985-01	1994-03	VPFO, VPRI	Audit Committee
Safety, Conduct, and Environment	Smoking, Vaping, and Sale of Tobacco-Related Products on Campus	#15	Smoking/Vaping Policy	SC2	1991-07	2007-11	VPFO	People, Community & International Committee

Subject Matter	Current Policy Title	Current Policy Number	Proposed Short Title	Proposed Policy Number	Date Created	Date Last Revised	Responsible Executive	Responsible Board Committee
Safety, Conduct, and Environment	Conflict of Interest and Conflict of Commitment	#97	COI Policy	SC3	1992-09	2012-02	UC	Employee Relations Committee
Safety, Conduct, and Environment	Environmental Protection Compliance	#6	Environmental Protection Policy	SC4	1994-01	2005-06	VPFO	Audit Committee
Safety, Conduct, and Environment	Disruption of Classes/Services by Snow	#68	Snow Policy	SC5	1994-05	2005-06	VPFO	People, Community & International Committee
Safety, Conduct, and Environment	Scholarly Integrity	#85	Scholarly Integrity Policy	SC6	1995-01	2013-04	VPRI	Learning & Research Committee
Safety, Conduct, and Environment	Discrimination (Proposed name)	#3	Discrimination Policy	SC7	1995-01	2016-12	VPHR	People, Community & International Committee
Safety, Conduct, and Environment	Investigations	#95	Investigations Policy	SC8	1997-02	2017-06	VPHR, UC	Audit Committee
Safety, Conduct, and Environment	Serving and Consumption of Alcohol at University Facilities and Events	#13	Alcohol Policy	SC9	1998-05	2014-06	VPFO	People, Community & International Committee
Safety, Conduct, and Environment	Disaster Management	#8	Disaster Management Policy	SC10	2000-05	2005-06	VPFO	Audit Committee
Safety, Conduct, and Environment	Management of the Wireless Network	#130	Wireless Network Policy	SC11	2006-01	x	Provost/VPA, UBCV	Learning & Research Committee
Safety, Conduct, and Environment	Student Safety Abroad	#69	Students Abroad Policy	SC12	2010-02	x	VPFO, VPS	People, Community & International Committee
Safety, Conduct, and Environment	Response to At-Risk Behaviour	#14	At-Risk Behaviour Policy	SC13	2011-06	x	VPS, VPHR	People, Community & International Committee
Safety, Conduct, and Environment	Acceptable Use and Security of UBC Electronic Information and Systems	#104	Information Systems Policy	SC14	2013-06	x	Provost/VPA, UBCV, Principal/DVC, UBCO	Learning & Research Committee
Safety, Conduct, and Environment	Internal Audit, Investigations, and Financial Whistleblower	#111	Financial Investigations Policy	SC15	2014-04	x	President	Audit Committee
Safety, Conduct, and Environment	Safety and Security Cameras	#118	Video Cameras Policy	SC16	2016-02	x	UC	Audit Committee
Safety, Conduct, and Environment	Sexual Assault and Other Sexual Misconduct	#131	Sexual Misconduct Policy	SC17	2017-04	x	VPS, VPHR	People, Community & International Committee
Use of Property (Lands, Facilities, Materials, Intangible Property)	Provision of Communication Services	#99	Communication Services Policy	UP1	1977-07	2005-09	VPFO	Audit Committee
Use of Property (Lands, Facilities, Materials, Intangible Property)	Charitable Appeals on Campus	#100	Charitable Appeals Policy	UP2	1977-07	1996-01	VPE	People, Community & International Committee
Use of Property (Lands, Facilities, Materials, Intangible Property)	Disposal of Surplus Equipment and Materials	#108	Surplus Equipment Policy	UP3	1977-07	1993-01	VPFO	Finance Committee
Use of Property (Lands, Facilities, Materials, Intangible Property)	Vending Machines on Campus	#101	Vending Machine Policy	UP4	1977-11	1993-09	VPFO	Finance Committee
Use of Property (Lands, Facilities, Materials, Intangible Property)	Non-University Use of University Services and Facilities (Proposed title: Ownership and Use of UBC Equipment and UBC Support Services)	#16	Equipment/Services Use Policy	UP5	1981-02	x	VPFO, VPRI	Learning & Research Committee

Subject Matter	Current Policy Title	Current Policy Number	Proposed Short Title	Proposed Policy Number	Date Created	Date Last Revised	Responsible Executive	Responsible Board Committee
Use of Property (Lands, Facilities, Materials, Intangible Property)	Third Party Use of University Trade-Marks	#110	Trade-Mark Policy	UP6	1989-02	2003-05	UC	People, Community & International Committee
Use of Property (Lands, Facilities, Materials, Intangible Property)	Pest Control	#12	Pest Control Policy	UP8	1993-03	2005-06	VPFO	Audit Committee
Use of Property (Lands, Facilities, Materials, Intangible Property)	Posting of Notices, Posters and Signs	#120	Signage Policy	UP9	1995-10	2005-06	Principal/DVC, UBCO, VPFO	Property Committee
Use of Property (Lands, Facilities, Materials, Intangible Property)	Booking and Rental of UBC Space	#107	Space Rental Policy	UP10	1997-02	2015-02	Principal/DVC, UBCO, VPFO	Property Committee
Use of Property (Lands, Facilities, Materials, Intangible Property)	Advertising	#112	Advertising Policy	UP11	1997-12	x	VPE	People, Community & International Committee
Use of Property (Lands, Facilities, Materials, Intangible Property)	Deaccession of Works of Art and/or Cultural Materials for the Morris and Helen Belkin Art Gallery, the University Library, and the Museum of Anthropology	#128	Deaccessioning Policy	UP12	2000-03	2004-05	Provost/VPA, UBCV	Learning & Research Committee
Use of Property (Lands, Facilities, Materials, Intangible Property)	Land Use, Sustainability and Permitting (Proposed name)	#92	Land Use Policy	UP13	2009-10	x	VPE	Property Committee
Proposed to be Repealed or Approved for Repeal	Religious Holidays	#65			1994-05	x	VPS	People, Community & International Committee
Proposed to be Repealed or Approved for Repeal	Travel Assistance for Graduate Students	#79			1978-06	x	VPFO	Audit Committee
Proposed to be Repealed or Approved for Repeal	Travel Expenses- Recipients of Honorary Degrees	#80			1977-07	2005-06	VPFO	Audit Committee
Proposed to be Repealed or Approved for Repeal	Entertainment	#84			1993-07	x	VPFO	Audit Committee
Proposed to be Repealed or Approved for Repeal	Ownership	#109			1994-05	x	VPFO	Finance Committee
Proposed to be Repealed or Approved for Repeal	Gifts	#115			1994-10	2005-06	Entire Executive	Audit Committee

Subject Matter	Current Policy Title	Current Policy Number	Proposed Short Title	Proposed Policy Number	Date Created	Date Last Revised	Responsible Executive	Responsible Board Committee
Proposed to be Repealed or Approved for Repeal	Campus Mailing Services	#121			1993-01	2005-06	VPS	Finance Committee

Policy Category	Category Code
Appointments and Extensions	AP
Financial Management	FM
Governance and Administration	GA
Human Resources	HR
Learning, Research and Innovation	LR
Safety, Conduct and Environment	SC
Use of Property (Lands, Facilities, Materials, Intangible Property)	UP

 The University of British Columbia Board of Governors	Policy No.: [x]
Long Title: [x]	
Short Title: [x]	

Background & Purposes:

[x]

1. [Insert title of section]

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1.2.2.1

1.3

2. [Insert title of section]

2.1

[Note: Additional sections or sub-sections to be added as required.]



**PROCEDURES ASSOCIATED WITH THE
[Insert short title of Policy]**

Approved [insert month and year] by the Board of Governors

Pursuant to the [insert short title of Policy], the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported at the next meeting of the UBC Board of Governors or as soon thereafter as practicable.

Capitalized terms used in these Procedures that are not otherwise defined herein shall have the meanings given to such terms in the accompanying Policy, being the [insert short title of Policy].

1. [Insert title of section]

1.1

1.1.1

1.1.2

1.1.3

2. [Insert title of section]

2.1

2.2

2.3

3. [Insert title of section]

3.1

[Note: Additional sections or sub-sections to be added as required.]



**EXPLANATORY NOTES REGARDING THE
[INSERT SHORT TITLE OF POLICY] AND ASSOCIATED PROCEDURES**

Issued [month and year] by the Office of the University Counsel

The OUC has prepared these Explanatory Notes to provide context and background regarding the [insert short title of Policy]. These Explanatory Notes do not replace or supersede the content of the [insert short title of Policy] and its Procedures.

Policy Long Title:

Policy Short Title:

Policy Number:

Responsible Executive:

**Responsible Board
Committee:**

Related Policies:

History:

Related Legislation: