Policy Oversight Committee
Annual Report
2014-2015

The university's Policy on the Development, Approval and Administration of University Policies defines a coordinated and consistent process for identification, development, approval and administration of all university policies, both administrative and academic. Responsibility for implementation of the Policy is assigned to a Policy Oversight Committee (POC). Membership includes the Vice-provosts, all Associate Vice-presidents, the Director of Corporate Administration, and representatives from Council and Deans Council. Terms of Reference for the Committee establish it as an advisory committee to the University Secretary, with a mandate to coordinate university-level policies.

The Policy Oversight Committee generally meets four times a year: in October, December, February and May. It is the intention that in these four meetings the Committee considers the cases made for new policies (review of Notices of Intent), reviews and oversees the revision of draft policies, oversees activities relating to approval, implementation and communication of new policies, and undertakes periodic reviews of existing policies for possible change or removal.

This report presents new policies approved and existing policies amended or deleted between July 1, 2014 and June 30, 2015. Links to the policies have been provided for information. For further information regarding the committee please refer to the committee's terms of reference.

New and Amended Policies approved by governing bodies in 2014-15

JULY 2014

[International Travel Risk Management for Student Mobility](Academic Affairs) (Academic Affairs)

Amendments to this policy were approved by the Board of Governors effective July 29, 2014. The amendments reflect changes in terminology, unit names and current practices, which have evolved significantly since inception of the policy in 2005. In addition, the policy has been improved in some respects, e.g. clearer definition of activities that are subject to the policy, more explicit roles and responsibilities, etc.

[Fraud Deterrence Policy](Operations and General Administration) (Operations and General Administration)

The policy approved by the Board of Governors effective July 29, 2014. The university recognizes the importance of protecting the institution, and its operations, assets, employees, and reputation from the consequences of fraudulent activity.

The purpose of this policy is to:

- Clearly state the university's position with respect to fraud, irregularities and other wrongdoing.
- Foster an environment that promotes fraud awareness.
- Facilitate and support the development of controls to aid in the prevention and detection of fraud.
- Confirm the shared responsibility of all university members to report suspicions of fraud or irregularity or other wrongdoing as defined by this policy.
- Articulate the process to be followed in responding to reports of alleged fraudulent activity.
- Evaluate the risk of fraud and implement best practices in processes, procedures and controls that are necessary to mitigate the identified risks, and reduce the opportunities for fraud.
- Develop an effective and appropriate oversight process.

[Safe Disclosure Policy](Operations and General Administration) (Operations and General Administration)

This policy was approved by the Board of Governors effective July 29, 2014. The purpose of this policy is to:

- Provide a mechanism through which university members can confidentially and anonymously disclose suspected fraud, irregularities, unethical conduct or other

[Safe Disclosure Policy](#) cont.

- wrongdoing that they have witnessed, or have otherwise obtained information about or evidence of, in the process of performing their roles and responsibilities at the university.
- Confirm the university's obligation to protect university members who make good faith disclosures, from reprisal.
- Confirm the university's obligation to protect the rights of the person(s) against whom allegations have been made.
- Provide assurance that university members who knowingly make false allegations will be subject to appropriate disciplinary action.

OCTOBER 2014

[Energy and Water Conservation Policy](#) (Health, Safety and Environment)

Approved October 9, 2014 by the Board of Governors, the purpose of this policy is to ensure the university operates in a sustainable manner managing energy and water consumption by using energy and water efficiently, wisely and responsibly. This policy contributes to meeting the university's commitments and goals with respect to energy and water-related costs as well as greenhouse gas emissions associated with energy use.

[Signing Authority Policy](#) (Operations and General Administration)

The policy was originally approved by the Board of Governors in 2007 and was revised in 2008, 2010, and most recently in December 2014. The policy concerns university contracting and the delegation of authority to contract on behalf of the university, and reflects the commitment of the university to the proper management of and accountability its resources. Compliance with the policy will assist in safeguarding university resources through the application of consistent management practices and controls in the contracting process. It applies to all contractual arrangements to which the university is a party, including, without limitation, contracts involving the university's administrative units, academic departments, its unincorporated entities and institutes. The policy designates the positions within the university structure which carry the authority to approve and sign contracts on behalf of the university, and specifies responsibilities of those who are authorized to approve and sign contracts on behalf of the university.

DECEMBER 2014

[Eligibility to Apply for, Hold and Administer Research Funding](#) (Research and Scholarly Activities)

> The policy was reviewed and approved by Board of Governors effective December 2014. Its purpose is to define who is eligible to apply for all external and internal Research funding and who is eligible to hold and administer Research Funds at the University of Saskatchewan.

[Internal Loan Policy](#) (Operations and Financial Administration)

> The amendment to this policy, approved by the Board of Governors December 14, 2014 includes a rules-based write-off guideline for internal loans. Organizational units are expected to manage unit expenditures within limits specified by their Approved Operating Budget or as specified by other revenue sources for those activities where a budget has not been approved. There may be circumstances where expenditures for capital in a given year exceed the funds available to the organizational unit. A mechanism is required whereby units can finance capital purchases and still operate within authorized expenditure limits. The purpose of this policy is to outline the requirements for financing equipment and capital purchases by means of internal loans.

[Signing Authority Policy](#) (Operations and General Administration)

> Amendments to this policy were approved by Board of Governors effective December 16, 2014. The policy concerns University contracting and the delegation of authority to contract on behalf of the university. It reflects the commitment of the university to the proper management of and accountability for the resources of the university. Compliance with the policy will assist in safeguarding university resources through the application of consistent management practices and controls in the contracting process.

FEBRUARY 2015

[Articulation and Transfer Credit Policy](#) (Academic Affairs)

> This policy was reviewed by the Policy Oversight Committee in November 2014 and approved by University Council in February 2015. The purpose of this policy is to establish key articulation and transfer credit principles for the U of S, define terminology, outline roles and responsibilities, clarify authority, and determine common procedures and guidelines for students, administrators and faculty.

MAY 2015

[Financial Reserves Policy](#) (Operations and General Administration)
This new policy was reviewed and approved by the Board of Governors effective May 26, 2015. The purpose of this policy is to promote long-term financial sustainability of the university through the effective use and deployment of financial resources, in alignment with academic/administrative unit and university strategic directions. A related purpose is to ensure financial reserves held across the university are appropriate and reasonable, and managed in accordance with university guidelines.

JUNE 2015

[Smoking Policy](#) (Health, Safety and Environment)
The policy was originally approved by the Board of Governors in 2005 and was recently amended to include electronic smoking products, effective June 22, 2015.

[Smudging and Pipe Ceremonies Policy](#) (Health, Safety and Environment)
This new policy was approved by the President effective June 2015. The purpose of the policy includes:

- To protect, promote and facilitate the practice of time honoured indigenous traditions and ceremonies, including smudging and pipe ceremonies, in support of the university's commitment to indigenized practices
- To provide guidance in undertaking these traditions while respecting all campus members
- Practices related to this policy will be developed to assist organizers of smoke generating indigenous ceremonies to identify appropriate spaces, proposed communications and preventive practices to endeavor meaningful and healthy experiences for all members of the university community
- Advantages of adopting a policy supporting indigenous traditions and ceremonies:

  o increased aboriginal student, staff and faculty engagement
  o enables recruitment and retention of aboriginal students, staff and faculty
  o reputational incline

[Deans and Senior Administrators Expense (DSAE) Policy](#) (Operations and General Administration)

> Amendments to the policy were approved by Board of Governors effective May 2015. The purpose of this policy is to ensure that only eligible and approved expenditure categories are charged to Deans' & Senior Administrators' Expense funds.

[Logo and Secondary Logo Use](#) (Operations and General Administration)

> This policy was reviewed and approved by the Board of Governors July 2015. Its purpose is to ensure the correct official primary logo and/or secondary logo(s) are used to represent the University of Saskatchewan in all instances, whether internal or external, and whether commercial or non-commercial.

Policies Deleted Administratively

Donation Assessment Policy – deleted June 2015

Policies Currently Under Development/Revision

Code of Business Conduct
Sexual Assault
Enterprise Risk Management Policy
Tuition Policy
English Proficiency Policy

Policies Pending for Development or Revision

E-Mail/Data Management, Data Access and Data Use/Computer Use (ICT policies are under revision to address changes in the structure of the unit)
Mobile Device Management
Gift Acceptance
Conflict of Interest
Radiation Safety
Workplace Safety and Environmental Protection
Alcohol
Immunization
Religious Observance
Procurement
Plagiarism Detection Guidelines