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| <b>Policy Supporting Document:</b> | <b>P-1.1.5</b>   |
| <b>Policy Holder:</b>              | <b>President</b> |

# POLICY HOLDERS & APPROVAL BODIES

| POLICY CATEGORIES AND NAMES | APPROVAL BODY | POLICY HOLDER |
|-----------------------------|---------------|---------------|
|-----------------------------|---------------|---------------|

## POLICY FRAMEWORK

|                        |                  |           |
|------------------------|------------------|-----------|
| P-1.1 Policy Framework | Management (CET) | President |
|------------------------|------------------|-----------|

## GOVERNANCE

### G-1 BOARD GOVERNANCE

|                                                    |                    |           |
|----------------------------------------------------|--------------------|-----------|
| G-1.1 Board Conduct By-law                         | Board of Governors | President |
| G-1.2 Oath of Office                               | Board of Governors | President |
| G-1.3 Board Decision Making                        | Board of Governors | President |
| G-1.5 Finance Committee Terms of Reference         | Board of Governors | President |
| G-1.7 Board Executive Committee Terms of Reference | Board of Governors | President |
| G-1.8 Board Out-Of-Pocket Expenses                 | Board of Governors | President |
| G-1.9 Audit Committee Terms of Reference           | Board of Governors | President |

### G-2 ORGANIZATIONAL GOALS AND ACCOUNTABILITY

|                           |                    |                   |
|---------------------------|--------------------|-------------------|
| G-2.3 Corporate Relations | Board of Governors | President         |
| G-2.4 Land Use            | Board of Governors | VP Administration |

### G-3 EDUCATION COUNCIL GOVERNANCE

|                                                          |                   |              |
|----------------------------------------------------------|-------------------|--------------|
| G-3.1 Education Council Bylaws                           | Education Council | VP Education |
| G-3.3 Awards Committee Terms of Reference                | Education Council | VP Education |
| G-3.4 Integrated Curriculum Committee Terms of Reference | Education Council | VP Education |
| G-3.5 Policy and Standards Committee Terms of Reference  | Education Council | VP Education |

## EDUCATION / ACADEMIC

### E-1 PROGRAMMING AND INSTRUCTION

|                                         |                     |              |
|-----------------------------------------|---------------------|--------------|
| E-1.1 Academic Progress                 | Education Council   | VP Education |
| E-1.2 Academic Schedule                 | Board, EdCo Advice  | VP Education |
| E-1.3 Work Integrated Learning          | Education Council   | VP Education |
| E-1.4 Standard for Awarding Credentials | Education Council   | VP Education |
| E-1.5 Grading                           | Education Council   | VP Education |
| E-1.6 Educational Approvals             | Joint: Board & EdCo | VP Education |
| E-1.7 International Education           | Management (CET)    | VP Education |
| E-1.8 Prior Learning Assessment         | Joint: Board & EdCo | VP Education |
| E-1.9 Program Advisory Committees       | Board, EdCo Advice  | VP Education |
| E-1.10 Scheduling                       | Management (CET)    | VP Education |

|        |                                     |                    |              |
|--------|-------------------------------------|--------------------|--------------|
| E-1.11 | Program Suspension and Cancellation | Board of Governors | VP Education |
|--------|-------------------------------------|--------------------|--------------|

## **E-2 STUDENT SERVICES AND SUPPORT**

|        |                                                |                     |                       |
|--------|------------------------------------------------|---------------------|-----------------------|
| E-2.1  | Admission                                      | Board, EdCo Advice  | VP Education          |
| E-2.2  | Course Withdrawals                             | Education Council   | VP Education          |
| E-2.3  | Student Ancillary Fees                         | Board of Governors  | VP Education          |
| E-2.4  | Student Appeals                                | Joint: Board & EdCo | VP Education          |
| E-2.5  | Student Conduct                                | Board, EdCo Advice  | VP Education          |
| E-2.6  | Tuition Fees                                   | Board of Governors  | VP Education          |
| E-2.7  | Student Penalties and Fines                    | Management (CET)    | VP Education          |
| E-2.8  | Medical/Compassionate Withdrawals              | Education Council   | VP Education          |
| E-2.9  | Sexual Violence & Misconduct                   | Board of Governors  | VP Student Experience |
| E-2.10 | Involuntary Health and Safety Leave of Absence | Education Council   | VP Student Experience |

## **E-3 RESEARCH & COPYRIGHT**

|       |                                            |                  |           |
|-------|--------------------------------------------|------------------|-----------|
| E-3.1 | Research at Camosun                        | Management (CET) | President |
| E-3.2 | Ethical Conduct Involving Human Subjects   | Management (CET) | President |
| E-3.3 | Integrity in Research and Scholarship      | Management (CET) | President |
| E-3.4 | Copyright                                  | Management (CET) | President |
| E-3.5 | Commercialization of Intellectual Property | Management (CET) | President |

## **OPERATIONS**

### **O-1 COLLEGE SYSTEMS & RESOURCES**

|       |                                        |                  |                   |
|-------|----------------------------------------|------------------|-------------------|
| O-1.2 | Systems and Networks Administration    | Management (CET) | VP Administration |
| O-1.5 | Electronic Communication with Students | Management (CET) | VP Administration |
| O-1.6 | Web Management                         | Management (CET) | VP Administration |

### **O-2 COLLEGE DEVELOPMENT**

|       |                              |                  |                   |
|-------|------------------------------|------------------|-------------------|
| O-2.1 | College-wide Risk Management | Management (CET) | VP Administration |
| O-2.2 | Project Management Framework | Management (CET) | CFO / Ex. Dir. HR |

### **O-3 FACILITIES**

|       |                                                   |                  |                   |
|-------|---------------------------------------------------|------------------|-------------------|
| O-3.1 | Environmental Management                          | Management (CET) | VP Administration |
| O-3.2 | Use of College Facilities and Grounds             | Management (CET) | VP Administration |
| O-3.3 | College Closures                                  | Management (CET) | VP Administration |
| O-3.4 | Serving & Selling Food & Alcohol Safely on Campus | Management (CET) | VP Administration |
| O-3.5 | Commercial Activity                               | Management (CET) | VP Administration |
| O-3.6 | Occupational Health & Safety                      | Management (CET) | VP Administration |

### **O-4 FINANCE**

|       |                                             |                    |                   |
|-------|---------------------------------------------|--------------------|-------------------|
| O-4.1 | Financial Responsibility and Accountability | Board of Governors | VP Administration |
| O-4.2 | Purchasing                                  | Board of Governors | VP Administration |
| O-4.3 | Travel                                      | Management (CET)   | VP Administration |
| O-4.4 | Hospitality Expenditures                    | Management (CET)   | VP Administration |
| O-4.5 | Investment                                  | Board of Governors | VP Administration |

### **O-5 HUMAN RESOURCES**

|       |                                |                  |                          |
|-------|--------------------------------|------------------|--------------------------|
| O-5.1 | Employee Exchange              | Management (CET) | Ex. Dir. Human Resources |
| O-5.2 | Professional Fee Reimbursement | Management (CET) | Ex. Dir. Human Resources |

|        |                                          |                    |                          |
|--------|------------------------------------------|--------------------|--------------------------|
| O-5.3  | Vacation Scheduling                      | Management (CET)   | Ex. Dir. Human Resources |
| O-5.4  | Employment Equity                        | Management (CET)   | Ex. Dir. Human Resources |
| O-5.5  | Camosun College Honourary Colleague      | Management (CET)   | Ex. Dir. Human Resources |
| O-5.6  | Faculty Accessibility                    | Management (CET)   | Ex. Dir. Human Resources |
| O-5.7  | Employee Workload in Excess of Full Time | Management (CET)   | Ex. Dir. Human Resources |
| O-5.8  | Job Sharing                              | Management (CET)   | Ex. Dir. Human Resources |
| O-5.9  | Unpaid Leaves of Absence                 | Management (CET)   | Ex. Dir. Human Resources |
| O-5.10 | Respectful Workplace                     | Management (CET)   | Ex. Dir. Human Resources |
| O-5.11 | Standards of Conduct                     | Management (CET)   | Ex. Dir. Human Resources |
| O-5.12 | Smoking and Tobacco Product              | Management (CET)   | Ex. Dir. Human Resources |
| O-5.13 | Total Compensation Philosophy            | Board of Governors | Ex. Dir. Human Resources |

**O-6 INFORMATION MANAGEMENT**

|       |                       |                    |                   |
|-------|-----------------------|--------------------|-------------------|
| O-6.1 | Protection of Privacy | Board of Governors | VP Administration |
| O-6.2 | Record Management     | Management (CET)   | VP Administration |