



<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
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## POLICY FRAMEWORK

P-1.1 Policy Framework	Management (SLC)	President
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## 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-1.6 External Relations 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-2.1 Strategic Plan	Board of Governors	President
G-2.2 Vision, Mission and Values	Board of Governors	President
G-2.3 Corporate Relations	Board of Governors	President
G-2.4 Land Use	Board of Governors	VP Administration/CFO

### G-3 EDUCATION COUNCIL GOVERNANCE

G-3.1 Education Council Bylaws	Education Council	VP Ed. & Student Services
G-3.2 Academic Policy Committee Terms of Reference	Education Council	VP Ed. & Student Services
G-3.3 Awards Committee Terms of Reference	Education Council	VP Ed. & Student Services
G-3.4 College Curriculum Committee Terms of Reference	Education Council	VP Ed. & Student Services

## EDUCATION / ACADEMIC

### E-1 PROGRAMMING AND INSTRUCTION

E-1.1 Academic Progress	Education Council	VP Ed. & Student Services
E-1.2 Academic Schedule	Board, EdCo Advice	VP Ed. & Student Services
E-1.3 Work Integrated Learning	Education Council	VP Ed. & Student Services
E-1.4 Standard for Awarding Credentials	Education Council	VP Ed. & Student Services
E-1.5 Grading	Education Council	VP Ed. & Student Services
E-1.6 Educational Approvals	Joint: Board & EdCo	VP Ed. & Student Services
E-1.7 International Education	Management (SLC)	VP Ed. & Student Services
E-1.8 Prior Learning Assessment	Joint: Board & EdCo	VP Ed. & Student Services
E-1.9 Program Advisory Committees	Board, EdCo Advice	VP Ed. & Student Services
E-1.10 Scheduling Instructional Space	Management (SLC)	VP Ed. & Student Services
E-1.11 Program Suspension and Cancellation	Board of Governors	VP Ed. & Student Services

### E-2 STUDENT SERVICES AND SUPPORT

E-2.1 Admission	Board, EdCo Advice	VP Ed. & Student Services
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E-2.2	Course Withdrawals	Education Council	VP Ed. & Student Services
E-2.3	Student Ancillary Fees	Board of Governors	VP Ed. & Student Services
E-2.4	Student Appeals	Joint: Board & EdCo	VP Ed. & Student Services
E-2.5	Student Conduct	Board, EdCo Advice	VP Ed. & Student Services
E-2.6	Tuition Fees	Board of Governors	VP Ed. & Student Services
E-2.7	Student Penalties and Fines	Management (SLC)	VP Ed. & Student Services

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

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

## **OPERATIONS**

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

O-1.1	Use of College Resources	Management (SLC)	VP Administration & CFO
O-1.2	Systems and Networks Administration	Management (SLC)	VP Administration & CFO
O-1.3	Acceptable Computer Use	Management (SLC)	VP Administration & CFO
O-1.4	Email Use	Management (SLC)	VP Administration & CFO
O-1.5	Electronic Communication with Students	Management (SLC)	VP Administration & CFO
O-1.6	Web Management	Management (SLC)	VP Administration & CFO

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

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

### **O-3 FACILITIES**

O-3.1	Environmental Management	Management (SLC)	VP Administration & CFO
O-3.2	Use of College Facilities and Grounds	Management (SLC)	VP Administration & CFO
O-3.3	College Closures	Management (SLC)	VP Administration & CFO
O-3.4	Serving & Selling Food Safely on Campus	Management (SLC)	VP Administration & CFO

### **O-4 FINANCE**

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

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

O-5.1	Employee Exchange	Management (SLC)	Ex. Dir. Human Resources
O-5.2	Professional Fee Reimbursement	Management (SLC)	Ex. Dir. Human Resources
O-5.3	Vacation Scheduling	Management (SLC)	Ex. Dir. Human Resources
O-5.4	Employment Equity	Management (SLC)	Ex. Dir. Human Resources
O-5.5	Camosun College Honourary Colleague	Management (SLC)	Ex. Dir. Human Resources
O-5.6	Faculty Accessibility	Management (SLC)	Ex. Dir. Human Resources
O-5.7	Employee Workload in Excess of Full Time	Management (SLC)	Ex. Dir. Human Resources
O-5.8	Job Sharing	Management (SLC)	Ex. Dir. Human Resources
O-5.9	Unpaid Leaves of Absence	Management (SLC)	Ex. Dir. Human Resources
O-5.10	Human Rights	Board of Governors	Ex. Dir. Human Resources
O-5.11	Code of Conduct, Conflict of Interest and Workplace Relationships	Management (SLC)	Ex. Dir. Human Resources
O-5.12	Smoking and Tobacco Product	Management (SLC)	Ex. Dir. Human Resources
O-5.13	Misconduct Reporting and Non-Retaliation Policy	Board of Governors	Ex. Dir. Human Resources

**O-6 INFORMATION MANAGEMENT**

O-6.1	Freedom of Information and Protection of Privacy	Board of Governors	VP Administration & CFO
O-6.2	Record Management	Management (SLC)	VP Administration & CFO