

Camosun Policy Matrix

P Policy Framework				
P-1 Policy Framework				
	Policy	Policy Supporting Doc	Policy Informed Directive	Directive Supporting Doc
P-1.1	<u>Policy Framework</u>	<ul style="list-style-type: none"> • <u>P-1.1.1 Policy Format Template</u> • <u>P-1.1.2 Policy Supporting Document Template</u> • <u>P-1.1.3 Directive Template</u> • <u>P-1.1.4 Policy Development Plan and Scoping Document Template</u> • <u>P-1.1.5 Policy Update and Review Template</u> • <u>P-1.1.6 Policy Holders and Approval Bodies</u> 		

G	Governance			
G-1	Board Governance			
	Policy	Policy Supporting Doc	Policy Informed Directive	Directive Supporting Doc
G-1.1	<u>Board Conduct By-law</u>	<ul style="list-style-type: none"> <u>G-3.1.4 Terms of Reference: Education Council Academic Appeals Panel</u> 		
G-1.2	<u>Oath of Office</u>			
G-1.3	<u>Board Operations By-Law</u>	<ul style="list-style-type: none"> <u>G-1.3.1 Ad Hoc Committee and Task Force Process</u> 		
G-1.5	<u>Finance Committee Terms of Reference</u>			
G-1.7	<u>Board Executive Committee Terms of Reference</u>	<ul style="list-style-type: none"> <u>G-1.7.1 Appeal of Suspension from College Process</u> <u>G-1.7.2 Termination of the President's Contract</u> 		
G-1.8	<u>Board Out-of-Pocket Expenses</u>			
G-1.9	<u>Audit Committee Terms of Reference</u>	<ul style="list-style-type: none"> <u>G-1.9.1 Cybersecurity Sub-Committee Terms of Reference</u> 		
G-2	Organizational Goals and Accountability			
	Policy	Policy Supporting Doc	Policy Informed Directive	Directive Supporting Doc
G-2.1	<u>Equity, Diversity, and Inclusion</u>	<ul style="list-style-type: none"> <u>G-2.1.1 Accessible Camosun Committee Terms of Reference</u> 		
G-2.2	<u>Indigenization</u>			
G-2.3	<u>Corporate Relations</u>			
G-2.4	<u>Land Use</u>			
G-2.5	<u>Strategic Plan</u>			
G-2.6	<u>Asset Naming</u>	<ul style="list-style-type: none"> <u>G-2.6.1 Asset Naming Standards and Procedures</u> <u>G-2.6.2 Naming Review Advisory Committee Terms of Reference</u> 		
G-2.7	<u>Protected Disclosure</u>	<ul style="list-style-type: none"> <u>G-2.7.1 Protected Disclosure Procedures</u> 		

		<ul style="list-style-type: none"> • <u>G-2.7.2 Protected Disclosure Form</u> 		
G-3	Education Council Governance			
	Policy	Policy Supporting Doc	Policy Informed Directive	Directive Supporting Doc
G-3.1	<u>Education Council Bylaws</u>	<ul style="list-style-type: none"> • <u>G-3.1.1 Integrated Curriculum Terms of Reference</u> • <u>G-3.1.2 Policy and Standards Committee Terms of Reference</u> • <u>G-3.1.3 Awards Committee Terms of Reference</u> • <u>G-3.1.4 Terms of Reference: Education Council Academic Appeals Panel</u> 		

E	Education/Academic			
E-1	Programming & Instruction			
	Policy	Policy Supporting Doc	Policy Informed Directive	Directive Supporting Doc
E-1.1	<u>Academic Progress</u>			
E-1.2	<u>Academic Schedule</u>			
E-1.3	<u>Work Integrated Learning</u>	<ul style="list-style-type: none"> • <u>E-1.3 Appendix Co-operative Education</u> 		
E-1.4	<u>Credential Standards</u>	<ul style="list-style-type: none"> • <u>E-1.4.1 Posthumous Credentials</u> 		
E-1.5	<u>Grading</u>	<ul style="list-style-type: none"> • <u>E-1.5.1 Incomplete Grade Report for Student Form</u> • <u>Grading Policy Change 2007</u> 		
E-1.6	<u>Educational Approvals</u>	<ul style="list-style-type: none"> • <u>E-1.6.1 School Curriculum Committee Terms of Reference</u> • <u>E-1.6.2 Framework for Programs and Credentials</u> 		

		<ul style="list-style-type: none"> • <u>E-1.6.3 Expedited Implementation Process</u> 		
E-1.7	<u>International Education</u>			
E-1.8	<u>Prior Learning Assessment</u>			
E-1.9	<u>Program Advisory Committees</u>	<ul style="list-style-type: none"> • <u>E-1.9.1 Program Advisory Committee Terms of Reference</u> • <u>E-1.9.2 Program Advisory Committee Roles and Responsibilities</u> 		
E-1.10	<u>Scheduling Instructional Space</u>			
E-1.11	<u>Program Suspension and Cancellation</u>			
E-1.12	<u>Program Quality Assurance</u>			
E-1.13	<u>Academic Integrity</u>	<ul style="list-style-type: none"> • <u>E-1.13.1 Process for Documenting & Addressing Academic Misconduct</u> • <u>E-1.13.2 Standards for Records Management – Academic Integrity</u> • <u>E-1.13.3 Academic Integrity Appeals FORM</u> • <u>E-1.13.4 Academic Dishonesty LOI TEMPLATE</u> • <u>E-1.13.5 Guide to Academic Misconduct Typology</u> 		

E-1.14	<u>Grade Review and Appeals</u>	<ul style="list-style-type: none"> • <u>E-1.14.1 Process for Requesting Grade Review and Appeals</u> • <u>E-1.14.2 Standards for Records Management - Grade Appeals</u> • <u>E-1.14.3 Final Grade Review Request to Dean-Director FORM</u> • <u>E-1.14.4 Grade Appeals to EdCo Appeals Panel FORM</u> 		
E-1.15	<u>Academic Calendar</u>			
E-1.16	<u>Evaluation of Student Learning</u>			
E-1.17	<u>Final Exam Reschedule and Repeat</u>	<ul style="list-style-type: none"> • <u>E-1.17.1 Standards and Requirements for Rescheduling or Repeating a Final Exam</u> 		
E-2	STUDENT SERVICES AND SUPPORT			
	Policy	Policy Supporting Doc	Policy Informed Directive	Directive Supporting Doc
E-2.1	<u>Admission</u>			
E-2.2	<u>Course Withdrawals</u>			
E-2.3	<u>Student Ancillary Fees</u>	<ul style="list-style-type: none"> • <u>E-2.3.1 Request to Establish or Adjust Student Ancillary Fee Form</u> 		
E-2.5	<u>Student Misconduct</u>	<ul style="list-style-type: none"> • <u>E-2.5.1 Student Misconduct Process</u> 		

		<ul style="list-style-type: none"> • <u>E-2.5.2 Student Misconduct Policy Appeals Form</u> 		
E-2.6	<u>Tuition Fees</u>			
E-2.7	<u>Student Penalties and Fines</u>			
E-2.8	<u>Medical/Compassionate Withdrawals</u>	<ul style="list-style-type: none"> • <u>Medical / Compassionate Withdrawal Appeal form</u> 		
E-2.9	<u>Sexual Violence</u>	<ul style="list-style-type: none"> • <u>E-2.9.1 Procedures to Address Sexual Violence</u> • <u>E-2.9.2 Sexual Violence Appeals Form</u> 		
E-2.10	<u>Involuntary Health and Safety Leave of Absence</u>			
E-2.11	<u>Academic Accommodations for Students with Disabilities</u>	<ul style="list-style-type: none"> • <u>E-2.11.1 Policy Supporting Document</u> • <u>Second Stage Appeal Form</u> • <u>Final Stage Appeal Form</u> 		
E-3	RESEARCH AND COPYRIGHT			
	Policy	Policy Supporting Doc	Policy Informed Directive	Directive Supporting Doc
E-3.1	<u>Research at Camosun</u>			

E-3.2	<u>Ethical Conduct for Research Involving Human Subjects</u>	<ul style="list-style-type: none"> • <u>E-3.2.1 Guidelines for the Research Ethics Board (REB)</u> • <u>E-3.2.2 Research Guidelines: Free and Informed Consent</u> • <u>E-3.2.3 Research Guidelines: Privacy and Confidentiality</u> • <u>E-3.2.4 Research Guidelines: Inclusion in Research</u> • <u>E-3.2.5 Research Guidelines: Research Involving Aboriginal Peoples</u> • <u>E-3.2.6 Research Guidelines: Conflicts of Interest In Research</u> 		
E-3.3	<u>Integrity in Research and Scholarship</u>			
E-3.4	<u>Copyright</u>			
E-3.5	<u>Commercialization of Intellectual Property</u>	<ul style="list-style-type: none"> • <u>E-3.5.1 Assignment of Intellectual Property Rights Form</u> • <u>E-3.5.2 Procedures for the Commercialization of Intellectual Property</u> 		

O Operations				
O-1 College Systems & Resources				
	Policy	Policy Supporting Doc	Policy Informed Directive	Directive Supporting Doc
O-1.1	<u>Acceptable Technology Use</u>			
O-1.2	<u>Systems and Networks Administration</u>			
O-1.5	<u>Electronic Communication with Students</u>			
O-1.6	<u>Web Management</u>			
O-2 College Development				
O-2.1	<u>College-wide Risk Management</u>	<ul style="list-style-type: none"> • <u>O-2.1.1 Risk Analysis Session Guidelines</u> • <u>O-2.1.2 Risk Analysis Worksheet</u> • <u>O-2.1.3 Risk Categories</u> • <u>O-2.1.4 Risk Register Spreadsheet</u> • <u>O-2.1.5 Risk Analysis Measurement Tool</u> • <u>O-2.1.6 Risk Treatment Action Plan Template</u> • <u>O-2.1.7 Risk Profile Template</u> 		
O-2.2	<u>Project Management Framework</u>			

O-3		Facilities		
O-3.1	<u>Environmental Management</u>			
O-3.2	<u>Use of College Facilities and Grounds</u>			
O-3.3	<u>College Closures</u>			
O-3.4	<u>Serving and Selling Food and Alcohol Safely on Campus</u>			
O-3.5	<u>Commercial Activity</u>			
O-3.6	<u>Occupational Health and Safety</u>			
O-4		Finance		
O-4.1	<u>Financial Responsibility and Accountability</u>			
O-4.2	<u>Purchasing</u>			
O-4.3	<u>Travel</u>	<ul style="list-style-type: none"> • <u>O-4.3.1 Travel Pre-approval Authorization Form</u> 		
O-4.4	<u>Hospitality Expenditures</u>			
O-4.5	<u>Investment</u>			
O-5		Human Resources		
O-5.1	<u>Employee Exchange</u>			
O-5.2	<u>Professional Fee Reimbursement</u>	<ul style="list-style-type: none"> • <u>O-5.2.1 Professional Fee Reimbursement Form</u> 		
O-5.3	<u>Vacation Scheduling</u>			
O-5.6	<u>Faculty Accessibility</u>			
O-5.7	<u>Employee Workload in Excess of Full Time</u>			
O-5.8	<u>Job Sharing</u>			
O-5.9	<u>Unpaid Leaves of Absence</u>	<ul style="list-style-type: none"> • <u>O-5.9.1 Unpaid Leave of Absence Request Form</u> 		

O-5.10	<u>Respectful Workplace</u>	<ul style="list-style-type: none"> • <u>O-5.10.1 Procedures for Reporting, Resolving and/or Investigating Respectful Workplace and Human Rights Complaints</u> • <u>O-5.10.2 Respectful Workplace Formal Complaint Form</u> • <u>O-5.10.3 Respectful Workplace Policy Response Form</u> 		
O-5.11	<u>Standards of Conduct</u>			
O-5.12	<u>Smoking, Vaping, and Tobacco Products</u>			
O-5.13	<u>Total Compensation Philosophy</u>			
O-5.14	<u>Employee Performance Development</u>			
O-5.15	<u>Recruitment and Selection Policy</u>			
O-6	Information Management			
O-6.1	<u>Protection of Privacy</u>			
O-6.2	<u>Record Management</u>	<ul style="list-style-type: none"> • <u>O-6.2.1 Records Management Procedures Manual</u> 		

General College Directives

D	Directive	Directive Supporting Doc
D-1.1	<u>Sponsorship</u>	
D-1.2	<u>Absences from Campus due to COVID-19</u>	

D-1.3	<u>Temporary Remote Working: COVID-19</u>	<ul style="list-style-type: none"> • <u>D-1.3.1 Temporary Remote Working Guidelines</u>
D-1.4	<u>Election Campaigning on Campus</u>	
D-1.5	<u>Access to Learning Management System</u>	
D-1.6	<u>Fair Dealing of Copyrighted Materials</u>	
D-1.7	<u>Alternate Formats</u>	
D-1.8	<u>Death of an Indigenous Elder Protocol</u>	<ul style="list-style-type: none"> • <u>D-1.8.1 Death of an Indigenous Elder Protocol Standards and Procedures</u>
D-1.9	<u>Media Relations</u>	