

REVISED POLICY IDENTIFICATION SYSTEM – FAQ

1. Why was the Policy identification system changed?

In 2018 and 2019, the OUC undertook an extensive Policy review. Given this extensive review, it was also an appropriate time to review the Policy identification scheme. The OUC determined that a revised identification system would be beneficial, and that the most logical and informative system for members of the UBC community would be a system categorized by subject matter.

2. What are the benefits of the revised Policy identification system?

The new system provides a more efficient and logical method to categorize and identify Policies. Further it creates a more informative and accessible Policy identification system by:

- using identifying numbers which contain an alpha code that indicates the subject matter of the Policy;
- keeping the number of Policies in each category to a manageable number;
- assigning a new number to each new Policy, thereby reducing the confusion that may arise from re-using Policy numbers; and
- aiming to transition to the use of short titles (indicating Policy content) instead of on the use of numbers.

3. What are the subject matter categories and codes of the new Policy identification system?

The new system contains seven categories with each Policy number having two parts, as follows: Part one 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 subject matter categories and alpha codes are listed below.

Policy Subject Matter Category	Alpha Code	Brief Description of Subject Matter Categories
Appointments and Extensions	AP	Policies related to appointments of individuals in academic and administrative roles, including appointments of Deans, 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
Financial Management	FM	Policies related to financial operations of UBC, including Policies on late payment of fees and accounts, purchasing, cash handling, endowment management, fundraising, term invested fund management, and internal loans
Governance and Administration	GA	Policies related to governance and administration matters at UBC, including Policies on record management, University archives, administration of Policies, and meetings of the Board of Governors
Human Resources	HR	Policies related to human resource matters, including Policies on leaves due to illness, vacations, relocation of faculty and staff members, study leaves, compensation for non-union staff members, and employment equity

Policy Subject Matter Category	Alpha Code	Brief Description of Subject Matter Categories
Learning, Research, and Innovation	LR	Policies related to learning, research, and innovation matters at UBC, including 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
Safety, Conduct, and Environment	SC	Policies related to the safety and conduct of UBC community members and the UBC environment, including 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
Use of Property (Lands, Facilities, Materials, Intangible Property)	UP	Policies related to use of UBC property and assets, including Policies on charitable appeals on the UBC campuses, vending machines, use of equipment and services, third party use of UBC trade-marks, pest control, posting of notices and signs on UBC campuses, and land use

4. What happens to a Policy number if the Policy is repealed or amended?

The new 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. In addition, Policies will retain their assigned number upon any amendments, thereby ensuring consistency.

5. What are the Policy short titles and how should they be used?

A short title has been created for each Policy to: (1) reflect the content of the applicable Policy; (2) create a unique Policy identifier (i.e., no short titles will be duplicated); and (3) create a convenient mechanism to reference Policies. The long titles of the Policies have not been changed and will continue in existence, but the Policies are listed on the OUC website using their short titles. Further, documents referring to Policies will use the applicable Policies’ short titles in the cross-references. It is anticipated that over time there will be a transition from use of Policy numbers to use of Policy short titles when referring to Policies, which will provide more context to recipients of information related to a specific Policy. This will be particularly helpful for those who may not be familiar with the particular Policy.

6. What are the features of the revised Policy format?

The revised Policy format features the consistent use of section numbers, resulting in a more uniform, easier-to-read format. The new format also reduces the explanatory information on the first page of each Policy (such as information regarding the Responsible Executive), and includes such information together with other relevant contextual information related to each Policy in explanatory notes that are appended to the Policy.

7. Were any substantive changes made as a result of changing the Policy identification system?

No, the implementation of the new system did not result in substantive changes to the existing Policies, nor does it change the applicability of Policies referred to in any documents by their previous Policy numbers.

8. Will the UBC community be able to access Policies using their previous identification numbers?

Yes, Policies can be accessed by the legacy (previous) numbers on the OUC website. This feature will be retained for at least 5 years. See #9 below for more information on searching the Policy Repository on the OUC website.

9. How can I find Policies on the OUC website?

The current versions of Policies can be accessed in the Policy Repository at the following link: <https://universitycounsel.ubc.ca/board-of-governors-policies-procedures-rules-and-guidelines/policies/>.

As part of recent OUC website updates, there is now an ability to search for Policy numbers or names using the Search box (as shown below), and to sort Policies in various ways, including by number, legacy (previous) number, short title, or Responsible Executive.



10. What can the UBC community do to facilitate the successful use of the new identification system?

We encourage UBC units to update any links they may have to Policies to ensure that the most current links are being used by staff and others who access Policies through the unit’s website. In addition, going forward, members of the UBC community should use short titles when referring to Policies in documents, meetings, and conversations.

Should you have any additional questions regarding the new Policy identification system, please contact the OUC at university.counsel@ubc.ca.