Master Policy Review Schedule

Approved by	2019	2020	2021	2022	2023	2024
Q1 March	**Policy Acronym Legend:** AC – Academic Council AF – Administration and Finance AP – Academic Programming AR – Academic Research AS – Administrative Services CR – College Relations IP – Institutional Planning HR – Human Resources PO – President's Office SS – Student Services	***All policies from this point onward going through the new Policy Framework and approval/review process.*** AC-03/AC-03a: Development of New Instructional Programs review (then every four years) AR-01 – College Role in Research; AR-02 – Research Integrity; AR-03 – Research Ethics; AR-04 – Animal Welfare; AR-05 – Intellectual Property + HR-15 - Copyright; AR-06 – Northern Research Endowment Fund reviews (all reviewed every five years) AS-01 – Approval Authority review (then every five years) PO-04 – Conflict of Interest review (then every five years) SS-16 – Campus Housing Intake review (then every five years) AC 5.0 – Honorary Credentials Policy (then in two years)	HR & SS 30 – Substance Use review (then every five years) HR-08 – Campus Closure review	AF-02 – Financial Services review (then every five years) AS-03 – Facilities review (then every five years) AC 5.0 – Honorary Credentials Policy (then every five years)	AS-09 – Promotion, Distribution, or Sale of Products or Services on College Premises review (then every five years)	AC-03/AC-03a: Development of New Instructional Programs review (then every four years)
Q2 June	AC-01a – Academic Council Terms of Reference review CR-02 – Media Relations review (then every five years) CR-04 – Student Awards review (then every five years)	HR.## - Respectful Workplace Policy (new) - Procedures: Appeals & Grievances; Harassment; Scent; Code of Ethics AP-01 – Emeritus Faculty review (then every five years) AS-13 – Risk Management review (then in three years) AS-23 + SS-11 reviewed together, potentially merged into Campus Safety policy CR-03 – International Education review (then every five years) SS-02 – Student Tuition Fee Deferral/Waiver review (then every five years) SS-08 – Bookstore Textbook Acquisition Process review (then every five years) SS-09 – Tuition Refund review (then every five years) SS-15 – Ayamdigut Campus Space Allocation review (then every five years)	HR 07 – Sexualized Violence Prevention & Response review (then every five years) HR.## - Recruitment Policy (new) - Procedures: Acting Pay; Relocation Allowances; Recruitment; Salaries for Casual Staff; Salary and Probation/Trial Period on Employment; Employment Equity AF-08 – Hospitality Expense review (then every five years)	HR.## - Respectful Workplace Policy review HR.## - People Development (new) - Procedures: Education Leave; Employee Recognition; Volunteering with Pay; Staff Development & Training; Performance Appraisal; Performance Conditions for Ongoing Employment; Disability, Accommodation, and Return to Work. AS-08 – Pets/Animals: Yukon College Campuses/Grounds review (then every five years)	HR.## - Recruitment Policy review HR.## - Compensation & Benefits Policy (new; review after 2yrs) - Procedures: Classification; Employee Assistance Program; Employee Computer Purchase Plan; Benefits for Excluded Employees; Retiree Benefits; Excluded Mgmt & Confidential Staff Compensation; Prepaid Leave Plan; Attendance and Leave Reporting (?) AS-13 – Risk Management review (then in five years)	HR.## - People Development review CR-02 – Media Relations review
Q3 September	HR-34 – Adjunct Faculty, completely revised, will be renumbered (then review after two years) Fall 2019: Policy Framework (new). Approval granted from BOG, Academic Council, and SEC for full implementation. (review every three years)	AC-04/AC-04a/AC-04b – Review of Instructional Programs review (then every five years) AF-03+AF-07 – Procurement, Contracting, and Travel combined and reviewed (then every five years) AP-02 – Program Advisory Committees review (then every five years)	AS-07 + AS-24 + AS-25 – review, combined into Use of College Resources policy (then every five years) VPA-1.0 + 1.1 – Adjunct Faculty review	Policy Framework (review every three years)	Policy Framework (review every two years)	
Q4 December	CR-01 – Visual Identify review (then every five years) CR-06 – Fundraising review (then after three years) CR-07 – Philanthropic Gift Donations review (then after three years) CR-08 – Gifts-In-Kind review (then after three years) HR-31.02 – Arctic Winter Games Volunteer	AS-22 – Records Management (new, combination of IP-11, IP-12, IP-13) PO-02 – Health and Safety review (then every five years) SS-12 – Passwords review (then every five years) SS-13 – Remote Access review (then every five years)	AS-18 – Indemnification review (then every five years) CR 9.0 – Art Management (then every five years)	CR-06, CR-07, CR-08 reviewed together, potential to combine them if appropriate AS-22 – Records Management review (then every five years)		CR-01 – Visual Identity review