University of Waterloo Policies Relevant to

Associate Chairs and Associate Deans (Undergraduate and Graduate)

1. Initiation and Review of University Policies
2. Bulletin Boards, Temporary Signs, and Notices
3. Sabbatical and Other Leaves for Faculty Members
4. Benefits to Faculty and Staff Undertaking Part-Time Educational Programs
5. Salary Administration, University Support Staff
6. Vacation – Staff
7. Gift Acceptance
8. Information Security (Cancelled; subsumed under #46 [Information Management])
9. Exchange of Teaching Resources and Arrangements for Transferring Teaching Services from or to Affiliated and Federated Colleges, or other Universities and Colleges
10. Naming Opportunities
11. University Risk Management
12. Records Management (Cancelled; subsumed under #46 [Information Management])
13. Archives (Cancelled; subsumed under #46 [Information Management])
14. Pregnancy and Parental Leaves (including Adoption)
15. Bookings - Use and Reservation of University Facilities for Activities not regularly timetabled
16. Overtime, University Support Staff
17. Quotations and Tenders
18. Staff Employment
19. Access to and Release of Student Information (Cancelled; subsumed under #46 [Information Management])
20. Lost and Found
21. Alcohol Use and Education
22. Regulations Governing the Installation of Equipment in University Buildings
23. Eligibility for Pension and Insured Benefits
24. Tuition Benefit for Children of Faculty and Staff
25. Library Facilities
26. Provision for University Overhead in Sponsored Research Activities (grants, contracts and other research support)
27. Use of Physical Recreation Facilities
28. Payment of Moving Expenses and Travel Allowances to Newly-Appointed Faculty and Staff Members
29. Smoking
30. Employment of Graduate Student Teaching Assistants
31. Travel
32. Pets on University Property
33. Ethical Behaviour
34. Health, Safety and Environment
35. Firearms
36. Dispute Resolution for University Support Staff
37. Use of Audio-Visual Centre Services
38. Paid Holidays
39. Leaves of Absence for Staff Members

Since Associate Deans usually supervise a complement of staff, policies relating to staff employment will be relevant to them; such policies are less likely to be relevant to Associate Chairs.
40. The Chair
41. Contract Research at University of Waterloo
42. **Prevention and Response to Sexual Violence (including Sexual Violence Response Protocol and Procedures)**
43. Special Conditions of Employment for Deans
44. Research Centres and Institutes
45. The Dean of a Faculty
46. **Information Management**
47. Part-Time Teaching Appointments for Full-Time Staff
48. The Vice-President, Academic & Provost
49. Extra-University Activity (Faculty Members)
50. The President of the University
51. Cash Handling
52. Private Corporations
53. Environmental Sustainability
54. Definition of Staff
55. Study Leaves for Staff Members (Cancelled, subsumed under #39 [Unpaid Leaves of Absence for Staff Members])
56. Vacations and Vacation Pay for Non-regular Faculty Members, including Graduate and Undergraduate Students with Academic Appointments
57. Library Lending (Cancelled)
58. **Accessibility**
59. Reduced Workload to Retirement
60. University of Waterloo Emergency Response
61. **Religious Accommodation**
62. Conflict of Interest in the Employment and Supervision of Personnel
63. Faculty Grievances (Cancelled, see Article 9 Memorandum of Agreement)
64. Use of Proprietary Computer Software
65. **Equality in Employment**
66. Use of University Resources and Affiliation
67. Employee Assistance Program (EAP; as of September 2016, Employee and Family Assistance Program [EFAP])
68. Vice-President, University Research
69. Conflict of Interest
70. **Student Petitions and Grievances**
71. **Student Discipline**
72. **Student Appeals**
73. **Intellectual Property Rights**
74. Capital and Non-Capital Assets
75. Official Employment Files of Regular Faculty Members
76. Faculty Appointments
77. Tenure and Promotion of Faculty Members