

**SFU** Simon Fraser University Archives and Records  
Management Department

## Finding Aid - Office of the Vice-President, Legal Affairs fonds (F-228)

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## Summary information

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Repository:	Simon Fraser University Archives and Records Management Department
Title:	Office of the Vice-President, Legal Affairs fonds
ID:	F-228
Date:	1969 - 2007 (date of creation)
Physical description:	38 cm of textual records
Dates of creation, revision and deletion:	

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## Administrative history / Biographical sketch

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### Note

The Vice-President, Legal Affairs is the senior University official responsible for coordinating the legal matters of the University. This officer is also in charge of policy development and interpretation, education and training relating to policies and procedures, and managing the University's employment equity program.

The office was previously known as the Office of the Associate Vice-President, Policy, Equity, and Legal (2001-2004) and the Office of the Associate Vice-President, Legal Affairs (2004-2006).

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## Scope and content

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The fonds consists of superceded policies and procedures.

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## Notes

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### Title notes

- Source of title proper: Title is based on the name of of the fonds creator.

## Immediate source of acquisition

The records were transferred to Archives through the regular application of university Records Retention Schedules and Disposal Authorities (RRSDAs).

## Arrangement

The arrangement of the material is based on the original file classification system of the creator.

## Restrictions on access

Some files may contain personal or confidential information. Access to these files may be restricted as required by law. Files marked "pending review" must be reviewed by an archivist prior to release and, as a result of the review, access restrictions may apply. Please see the file lists and consult the archivist for more details.

## Finding aids

File lists are available.

## Related material

For other material relating to superceded and obsolete policies, see the finding aid to F-33, Board of Governors.

## Accruals

As of July 2007, all material has been processed. Further accruals are expected.

## Other notes

- Publication status: published
- Level of detail: Full
- Status description: Published

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## Access points

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- Osborne, Judith (subject)
- Law and justice (subject)

## Series descriptions

### Series F-228-1: University policies and procedures

Date: 1969 - 2007 (date of creation)

Physical description: 38 cm of textual records

#### File / item list

Ref code	Title	Dates	Access status	Container
<b>Sub-series F-228-1-1: Academic policies (A)</b>				
<u>Date</u> : 1992 - 2006 (date of creation)				
<u>Physical description</u> : 6 cm of textual records				
File / item list				
Ref code	Title	Dates	Access status	Container
F-228-1-1-0-1	File - A 10.06 Appointment of specially funded university chairs, university professors and research fellows	2000	Pending review	228-1
F-228-1-1-0-2	File - A 12.01 Teaching appointments	2000	Pending review	228-1
F-228-1-1-0-3	File - A 12.03 Librarians	2000	Pending review	228-1
F-228-1-1-0-4	File - A 12.08 Adjunct professors	1992	Pending review	228-1
F-228-1-1-0-5	File - A 13.04 Terms of appointment for departmental chairs/directors of schools and other academic administrators	2000	Pending review	228-1
F-228-1-1-0-6	File - A 20.02 Academic salary scales	2000 - 2004	Pending review	228-1
F-228-1-1-0-7	File - A 21.01 (revision A) Benefits(1) for SFUFA bargaining unit members, retirees and visiting faculty	2005	Pending review	228-1
F-228-1-1-0-8	File - A 21.02 Relocation expenses for tenure track faculty	1992	Pending review	228-1
F-228-1-1-0-9	File - A 21.03 Mortgage assistance program	2001	Pending review	228-1
F-228-1-1-0-10	File - A 21.04 Reimbursement of professional development expenses for members of the SFUFA bargaining unit	2005	Pending review	228-1
F-228-1-1-0-11	File - A 21.07 Mortgage interest subsidy	2005	Pending review	228-1
F-228-1-1-0-12	File - A 31.02 Study leave	2001	Pending review	228-1
F-228-1-1-0-13	File - A 31.05 Parental benefits policy	2000	Pending review	228-1

F-228-1-1-0-14	File - A 31.06 Study leave for lecturers, senior lecturers, laboratory instructors, librarians and archivists	2002	Pending review	228-1
F-228-1-1-0-15	File - A 32.01 (revision A) Award for excellence in teaching	2006	Pending review	228-1
<b>Sub-series F-228-1-2: Administrative polices (AD)</b>				
<u>Date:</u> 1969 - 2007 (date of creation)				
<u>Physical description:</u> 18 cm of textual records				
File / item list				
Ref code	Title	Dates	Access status	Container
F-228-1-2-0-1	File - AD 01.06 (revision A) commercial outlets, advertising and selling on campus	1980	Pending review	228-1
F-228-1-2-0-2	File - AD 01.07 (revision B) Use of university facilities by university community	1980	Pending review	228-1
F-228-1-2-0-3	File - AD 01.08 (revision B) Use of university facilities by off-campus organizations	1980	Pending review	228-1
F-228-1-2-0-4	File - AD 01.10 (revision A) Lost property	1980	Pending review	228-1
F-228-1-2-0-5	File - AD 03.02 (revision G) Travel and business expenses	2004	Pending review	228-1
F-228-1-2-0-6	File - AD 03.10 Internal audit policy	1986	Pending review	228-1
F-228-1-2-0-7	File - AD 09.01 (revision D) Personnel employment policies	1990	Pending review	228-1
F-228-1-2-0-8	File - AD 09.02 (revision F) Establishment of positions	1990	Pending review	228-1
F-228-1-2-0-9	File - AD 09.03 (revision G) Filling of positions	1994	Pending review	228-1
F-228-1-2-0-10	File - AD 09.04 (revision B) Modification of appointments from full-time to part-time	2004	Pending review	228-1
F-228-1-2-0-11	File - AD 09.06 (revision H) Salary administration	1994	Pending review	228-1
F-228-1-2-0-12	File - AD 09.07 (revision I) Group benefit plans	1994	Pending review	228-1
F-228-1-2-0-13	File - AD 09.08 (revision L) Leaves (with and without pay)	2006	Pending review	228-1
F-228-1-2-0-14	File - AD 09.09 (revision D) Professional development	2004	Pending review	228-1
F-228-1-2-0-15	File - AD 09.10 (revision A) Tuition waiver	1990	Pending review	228-2
F-228-1-2-0-16	File - AD 09.11 (revision F) Study leave	1993	Pending review	228-2
F-228-1-2-0-17	File - AD 09.13 Working conditions	1994	Pending review	228-2
F-228-1-2-0-18	File - AD 09.17 Problem solving	1990	Pending review	228-2
F-228-1-2-0-19	File - AD 09.18 (revision G) Occupational continuity	1994	Pending review	228-2

F-228-1-2-0-20	File - AD 09.19 Discipline and termination	1990	Pending review	228-2
F-228-1-2-0-21	File - AD 09.21 (revision D) Retirement	1990	Pending review	228-2
F-228-1-2-0-22	File - AD 09.22 (revision F) Reimbursement of professional development expenses	2005	Pending review	228-2
F-228-1-2-0-23	File - AD 10.01 (revision B) Employment policies	2007	Pending review	228-2
F-228-1-2-0-24	File - AD 10.03 Posting and filling of positions	1999	Pending review	228-2
F-228-1-2-0-25	File - AD 10.04 (revision A) Modification of appointments from full-time to part-time	2004	Pending review	228-2
F-228-1-2-0-26	File - AD 10.06 (revision A) Position evaluation and salary administration	2000	Pending review	228-2
F-228-1-2-0-27	File - AD 10.08 (revision D) Leaves with and without pay	2007	Pending review	228-2
F-228-1-2-0-28	File - AD 10.09 Professional development leave	1999	Pending review	228-2
F-228-1-2-0-29	File - AD 10.10 (revision B) Professional development	2004	Pending review	228-2
F-228-1-2-0-30	File - AD 10.11 (revision E) Reimbursement of professional development expenses	2005	Pending review	228-2
F-228-1-2-0-31	File - AD 10.13 Work schedules	1999	Pending review	228-2
F-228-1-2-0-32	File - AD 10.17 Problem resolution	1999	Pending review	228-2
F-228-1-2-0-33	File - AD 10.19 Discipline and termination of employment	1999	Pending review	228-2
F-228-1-2-0-34	File - AD 11.01 (revision C) Purchasing policy and responsibility	1980	Pending review	228-2
F-228-1-2-0-35	File - AD 11.02 (revision B) Request for quotation	1980	Pending review	228-2
F-228-1-2-0-36	File - AD 11.03 (revision C) Requisitioning materials and services	1980	Pending review	228-2
F-228-1-2-0-37	File - AD 11.05 (revision A) Emergency purchases	1980	Pending review	228-2
F-228-1-2-0-38	File - AD 11.07 (revision B) Standing and blanket purchase orders	1980	Pending review	228-2
F-228-1-2-0-39	File - AD 11.08 (revision B) Purchase of special equipment	1980	Pending review	228-2
F-228-1-2-0-40	File - AD 11.09 (revision A) Customs clearances	1969	Pending review	228-2
F-228-1-2-0-41	File - AD 11.12 (revision A) Ordering of printing	1980	Pending review	228-2
F-228-1-2-0-42	File - AD 11.14 (revision A) Local purchase orders	1980	Pending review	228-2
F-228-1-2-0-43	File - AD 11.15 Tenders and contracts	1970	Pending review	228-2
F-228-1-2-0-44	File - AD 11.16 (revision A) Damaged shipments	1980	Pending review	228-2

F-228-1-2-0-45	File - AD 11.19 (revision D) Cutoff dates: fiscal year end purchases	1993	Pending review	228-2
F-228-1-2-0-46	File - AD 11.20 Central stores pick-up and delivery services	1989	Pending review	228-2

### Sub-series F-228-1-3: Board of governors policies (B)

Date: 1996 - 2004 (date of creation)

Physical description: 1 cm of textual records

#### File / item list

Ref code	Title	Dates	Access status	Container
F-228-1-3-0-1	File - B 10.01 (revision B) Rules of the board of governors	2004	Pending review	228-3
F-228-1-3-0-2	File - B 10.02 Board committees	1996	Pending review	228-3

### Sub-series F-228-1-4: General policies (GP)

Date: 1984 - 2006 (date of creation)

Physical description: 6 cm of textual records

#### File / item list

Ref code	Title	Dates	Access status	Container
F-228-1-4-0-1	File - GP 04 (revision C) Unscheduled cancellations of classes and/or closure of the university -- Burnaby campus	1995	Pending review	228-3
F-228-1-4-0-2	File - GP 09 (revision B) Relocation expenses	1984	Pending review	228-3
F-228-1-4-0-3	File - GP 13 (revision A) The office computer workstation	1987	Pending review	228-3
F-228-1-4-0-4	File - GP 17 (revision A) University occupational health and safety	1999	Pending review	228-3
F-228-1-4-0-5	File - GP 19 (revision B) Employment equity	1992	Pending review	228-3
F-228-1-4-0-6	File - GP 20 (revision A) Endowment management policy	1998	Pending review	228-3
F-228-1-4-0-7	File - GP 23 (revision B) International activities	2001	Pending review	228-3
F-228-1-4-0-8	File - GP 29 (revision B) Search committees for vice-presidents	2006	Pending review	228-3
F-228-1-4-0-9	File - GP 33 Animal/pet policy	2003	Pending review	228-3

### Sub-series F-228-1-5: Information policies (I)

#### File / item list

### Sub-series F-228-1-6: Research policies (R)

Date: 1996 - 2003 (date of creation)

Physical description: 5 cm of textual records



File / item list				
Ref code	Title	Dates	Access status	Container
F-228-1-6-0-1	File - R 20.01 (revision A) University research ethics review	2001	Pending review	228-3
F-228-1-6-0-2	File - R 20.02 Biosafety committee	1999	Pending review	228-3
F-228-1-6-0-3	File - R 20.03 Treatment of animals in research and teaching	2000	Pending review	228-3
F-228-1-6-0-4	File - R 20.04 Radiological safety	1997	Pending review	228-3
F-228-1-6-0-5	File - R 20.05 Non-ionizing radiation safety	2003	Pending review	228-3
F-228-1-6-0-6	File - R 40.01 Centres and institutes	2002	Pending review	228-3
F-228-1-6-0-7	File - R 50.02 Personnel funded from research grants -- appendices a, b ,c and d: sample employment letters	1996	Pending review	228-3
<p><b>Sub-series F-228-1-7: Teaching policies (T)</b></p> <p><u>Date:</u> 1992 (date of creation)</p> <p><u>Physical description:</u> 1 cm of textual records</p>				
File / item list				
Ref code	Title	Dates	Access status	Container
F-228-1-7-0-1	File - T 20.01 Grading practices and grade appeals	1992	Pending review	228-3