

**Title:** Formulation and Approval of University Policies **Policy Number:** PO.2008.01

**Effective Date:** July 1, 2008

### **Section 1 Purpose**

The purpose of this policy is to ensure that policies and procedures within The University of Texas at Tyler are developed, evaluated, approved, promulgated, and maintained in a uniform and systematic manner and are in conformance with Federal and Texas Law and the *Rules and Regulations* of The University of Texas System Board of Regents.

### **Section II Primary Guidance to Which This Policy Responds**

There is not a primary policy to which this policy responds.

### **Section III Responsible University Office & Officer**

The Office of the President is responsible for the maintenance of this policy.

### **Section IV Definitions**

**Policy:** A policy is a written statement that defines the University's position in regard to a core process and has broad application to students, faculty, and/or staff. Policy helps ensure compliance with applicable laws and regulations, promotes operational efficiencies, enhances the university's mission, or reduces institutional risks.

**Procedures:** A procedure outlines the way a policy will be implemented within the University.

**Emergency Policy:** A policy or procedure that requires immediate implementation due to a finding of imminent peril to the public health, safety, or welfare, loss of federal funds, or due to mandates from the State of Texas or The University of Texas System.

**Policy Owner:** The administrator who has functional responsibility for implementation and accountability in the area covered by the policy. Where policies have an impact on multiple functional areas, consultation is expected.

*The President* is Policy Owner for policies that do not have an obvious vice presidential owner, such as this policy.

*The Provost and Vice President for Academic Affairs* is Policy Owner for the University's academic and research policies and is responsible for oversight of the approval processes for such policies.

*The Vice President for Student Affairs* is Policy Owner for non-academic student and athletic policies and is responsible for oversight of the approval processes for such policies.

*The Vice President for Business Affairs* is Policy Owner for all financial, human resource, infrastructure, and police policies and is responsible for oversight of the approval processes for such policies.

*The Vice President for Development* is Policy Owner for all development policies and is responsible for oversight of the approval process of such policies.

Other Policy Owners may be designated by the President on individual approved policies.

#### **Section IV Principles**

Academic and administrative units at the University may use policy-making as a tool for establishing requirements that relate to their jurisdiction and that have wide applicability to faculty, students and/or staff. In this way, university policies connect the university's mission to individual conduct, clarify expectations, mitigate institutional risk, and enhance productivity and efficiency in the university's operations.

#### **Section V**

##### **A. Development of Policy Process**

Each Policy Owner shall establish the steps for policy approval within that area. Depending on the type of policy or whom it affects, there may be multiple approval protocols developed. However, all protocols should ensure that:

- The language of policies is clear, concise and understandable

- The policies use the standard template

- Input will be sought from affected constituencies

- The development and approval process is as transparent as possible

The Policy Development process of each vice presidential area will be reviewed and approved by the President.

##### **B. Policy Library**

The University will develop and maintain an online repository for administrative policies. The repository will contain revised policies as well as policies awaiting university review. Postings to the repository will be administered by the Office of Human Resources.

##### **C. Policy Template**

In order to ensure a format that is simple, consistent, and easy to use, Policy Owners are required to use the format specified in the attached template. The policy number will be assigned once the policy is approved.

##### **D. Procedures**

*These procedures apply to new policies, revision or amendments to existing policy, and rescinding or requests to sunset existing policies.*

Any employee of The University may recommend a new or revised policy or the rescinding of an existing policy. Such recommendations should be forwarded to the Policy Owner, who is responsible for determining whether the recommendation should go forward, for drafting the policy following the approved template, and for overseeing its approval.

After the internal review and any external consultation are completed, the responsible Vice President gives preliminary approval and the policy is routed to the University President. The President will determine if the policy requires further review before being promulgated to the campus.

### **E. Promulgation of Policies**

Draft policies promulgated to campus will be placed on the University's web site for 14 days during which written comments and responses will be accepted by the Office of the President. The policy may be enacted as an interim policy at the discretion of the President.

At the conclusion of the review period the President will make a final determination to ratify, amend, or reject the policy. If the policy requires review and approval by The University of Texas System, it will be the responsibility of the President to forward the policy to the appropriate System office.

Once policies have been approved, the Policy Owner will be responsible for sending any new or revised policies to all persons who should know about the policy. The Policy Owner is also responsible for submitting the policy to the webmaster for the online policy library and to the editor of the *Handbook of Operating Procedures* for updating the online HOP.

### **Section V Revision History**

**Date Approved** June 12, 2008      **By** Rodney H. Mabry