



**UNIVERSITY POLICY P-01.04-10/23**

**TO:** The University of West Florida Community  
**FROM:** Dr. Martha D. Saunders, President  
**SUBJECT:** University Policy Development and Issuance Process  
**RESPONSIBLE OFFICE:** Office of the President, Office of Compliance & Ethics, and Office of the General Counsel

**I. Purpose:**

The University President (“President”) as the University’s Chief Executive Officer is responsible for all operations of the University of West Florida (“University”) in accordance with BOG Regulation 1.001, University Board of Trustees Powers and Duties. This policy standardizes the system for the formulation, format, and issuance of all official University policies. The collection of university policies are known collectively as “UWF Policies.”

**II. Definitions:**

Policy – a course or principle of action approved by the President to facilitate compliance with applicable laws and regulations, promote operational efficiencies, enhance the University’s mission, or reduce institutional risks. Policies of the Board of Trustees are approved by the Board in addition to the President.

Procedure – the established or official means of carrying out a particular policy.

Regulation – a rule or directive made and maintained by an authority (e.g., the Board of Trustees or the Board of Governors) that guides the conduct or action of the University as a whole.

Responsible Office – the University division, unit, or office that is responsible for oversight and revisions of a particular policy.

**III. Policy:**

**A. Policy Construction Guidelines**

The responsible office is accountable for drafting and revising policies concerning matters within its purview in a clear and understandable manner. Input should be sought and considered from stakeholders on campus. Policies may not conflict with provisions of law, regulations, or applicable collective bargaining agreements. Policies are to be in the

standardized University Policy format (See Appendix A; a template is available from the Office of the General Counsel) and coded in the standardized manner (See Appendix B).

Policies should not include individual employee names or contact information. Rather, general position titles and department contact information should be utilized to prevent unnecessary updates to policies as a result of personnel changes.

#### B. Review and Approval

Draft policies should be reviewed by the appropriate supervisory channels, as well as the Office of the General Counsel (“OGC”). New policies will be assigned a policy number by the OGC at the appropriate time. Upon completion of reviews, the responsible Cabinet member will present the draft policy to the President for consideration. The President will determine if the draft policy requires broader review and, if so, the policy will be posted to the University’s website for review and comment by the campus community. The posting period will last for 30 days, during which the policy may be enacted as an interim policy at the sole discretion of the President.

At the conclusion of the posting period, the President will make a final determination to ratify, amend, or reject the policy. The President may, in his/her discretion, revert back to a previous step if substantial revisions occur after the initial posting period. The President’s final approval is indicated by the President’s signature on the policy.

#### C. Revising a Policy

An existing policy may be amended utilizing the steps in Section B, Review and Approval, with the proposed changes clearly indicated in track changes. Non-substantive amendments, such as typographical or citation corrections, clerical revisions, or title changes, do not require dissemination prior to approval. Upon approval by the President, the revised policy’s number will be updated by the OGC.

#### D. Rescinding a Policy

An existing policy may be rescinded utilizing the steps in Section B, Review and Approval, unless the President, in his/her sole discretion, deems it an emergency to rescind a policy effective immediately.

#### E. Policy Review

Policies may be reviewed at any time for any reason. The Responsible Office listed on each policy is responsible for identifying changes in the law, rules, or regulations that require revisions to its policies. However, policies must be reviewed at a minimum every five years for continued applicability and correctness by the Responsible Office. Policy reviews conducted by the Responsible Office should be documented in conjunction with the OGC.

F. Policy Conflicts

When a subsequently promulgated law, rule, regulation, or provision of an applicable collective bargaining agreement conflicts with an existing University policy, such law, rule, regulation, or collective bargaining agreement provision shall take precedence over the policy.

G. Record Keeping

1. All policies must be retained for a period of 10 anniversary years after obsolete or superseded, pursuant to General Records Schedule GS5 for Public Universities and Colleges, . The University Archivist shall ensure appropriate preservation of records determined to have long-term historical value.
2. The Office of the General Counsel is responsible for maintaining the website page containing draft and approved policies.

H. Actions from the Board of Trustees

Actions of the UWF Board of Trustees that require policy generation will follow the same procedures described in Section B, Review and Approval. The President or OGC will initiate the process. The policy will indicate the date it was formally approved by the Board.

Approved by: DocuSigned by:  
*Martha Saunders*  
D54A387C976848D... \_\_\_\_\_ Date: 10/23/2023  
Dr. Martha D. Saunders

**Authority:** BOG Reg. 1.001

**Cross Ref.:** None

**History:** Adopted March 2014; amended December 2017 and October 2023.

**Last Review:** October 2023

**APPENDIX A**  
**POLICY TEMPLATE**



**UNIVERSITY POLICY #####**

**TO:** The University of West Florida Community

**FROM:** Dr. Martha D. Saunders, President

**SUBJECT:** [title of policy]

**RESPONSIBLE OFFICE:** [responsible office]

**I. Purpose:**

[text]

**II. Definitions:**

[text] *this section is optional – if there is no need for a “definitions” section, delete it entirely*

**III. Policy:**

A. [text]

B. [text]

1. [text]

2. [text]

a. [text]

b. [text]

i. [text]

ii. [text]

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Dr. Martha D. Saunders

**Authority:** [text]

**Cross Ref.:** [other UWF policies or regulations, if applicable]

**History:** [text]

**Last Review:** [date]

[Policy number and title]  
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## APPENDIX B

### UNIVERSITY POLICY NUMBERING SYSTEM

#### Prefixes

AC – Academic Policies

FP – Facilities Planning Policies

AP – Academic Policies

FIN – Finance Policies

AT – Intercollegiate Athletics Policies

GC – General Counsel Policies

AV – University Advancement Policies

HR – Human Resources Policies

BOT – Board of Trustees Policies

IT – Information Technology Policies

AX – Business & Auxiliary Services  
Policies

LI – Library Policies

CO – Controller’s Office Policies

P – Presidential Policies

DV – Development Policies

PA – Public Affairs Policies

ES – Environmental Health & Safety  
Policies

PS – Public Safety Policies

EO – Equal Opportunity Policies

PR – Procurement Policies

SR – Sponsored Research Policies

SA – Student Affairs Policies

#### Format

Example: P-01.02-03/04

“P” for Presidential Policies

“01” for first policy issued on this subject

“.02” for number of revisions to policy (original policies begin with .00)

“03/04” for MM/YY of approval