UNIVERSITY POLICY P-01.03-12/17

TO: The University of West Florida Community

FROM: Dr. Martha D. Saunders, President

SUBJECT: University Policy Development and Issuance Process

Responsible Office/Executive: President/General Counsel

I. Purpose:

To standardize the system for the formulation, format, and issuance of all official university policies.

II. Policy:

The University President as the University’s Chief Executive Officer has the authority and responsibility to promulgate and organize University Policies by delegation from the Board of Governors and the University of West Florida Board of Trustees. Official university policies are known collectively as The University of West Florida Policies and are coordinated by the General Counsel’s office in collaboration with the President’s office and other appropriate offices. University Policies are posted electronically on the University’s web site for ease of access by the University community and the public.

Procedures are not required to be posted on the website and may be adjusted at the departmental level as needed. Regulations are adopted by the University of West Florida Board of Trustees pursuant to a separate formal process.

A. Definitions:

1. University Policy is defined by ALL of the following:
   - Helps ensure compliance with applicable laws and regulations, promotes operational efficiencies, enhances the university’s mission, or reduces institutional risks.
   - Mandates actions or constraints and contains specific procedures for compliance.
   - Subject matter requires University President and/ or Vice President review and approval for policy issuance and major changes.

2. A Procedure is the means by which to carry out a particular policy.

3. Generally, Regulations are statements of general applicability that guide the conduct or action of the University as a whole, particularly in its contacts with external constituencies and the public.
B. Policy Writing Guidelines-

The responsible Division/Unit shall draft policies in a clear and understandable manner. Input should be sought from affected parties or groups on campus. Policies should 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) and coded in the standardized code (See Appendix B). Policies should be routed through the appropriate supervisory channels ending with the Vice President.

C. Review and Approval-

After the responsible Vice President gives preliminary approval, the policy is routed to the University President. The President will determine if the policy requires broader review and if so the policy will be disseminated to the campus through the University’s website for review and comment. The review period will extend for 30 days during which 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. The President may also revert back to a previous step if substantial revisions occur after the initial promulgation. Approved policies will be assigned a policy number and will remain on the University web site as part of the University of West Florida policies. The General Counsel’s office will send notifications of approval through standard University channels.

D. Revising a Policy-

An original policy may be amended utilizing the above procedure with the proposed changes clearly indicated. Non-substantive amendments, such as typographical or citation corrections, clerical revisions or title changes, do not require dissemination prior to adoption.

Upon approval by the President, the revised policy’s number will be updated to indicate revision, and the revised policy will be included in the University of West Florida policies on the University’s web site. The General Counsel’s office will send notification of revision through standard University channels.

E. Rescinding or Sunset Process –

The originator or approver can rescind or request sunset of policies using the Review and Approval process noted above. The requestor should route the current approved policy noting rescinding or sunset with appropriate explanatory comments.

Policies will be reviewed by the University every five years for continued applicability. Policies requiring update or sunset will be forwarded to the applicable Vice President for appropriate action.

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 –
All policies including those rescinded or sunset will be retained for a period of five years from their date of rescission or sunset.

H. Actions from the Board of Trustees –

Actions of the UWF Board of Trustees that require University policy generation will follow the same procedures described above. The President will serve in the role of originator, thereby initiating the policy generation process. If Board of Trustee action requires immediate implementation, announcements will be made via the appropriate channels. Policies approved by the Board of Trustees will be referenced by placing a “BOT” at the beginning of the policy number and will also be placed on the University’s website as part of the University of West Florida Policies.

Approved by: Dr. Martha D. Saunders

Date: 12.20.17

History: Non-Substantive Amendments, Revision Replaces P-01.02-03/14, adopted March 2014.
Appendix A

POLICY TEMPLATE

UNIVERSITY POLICY P-01.00 - 12/17*

TO:        The University of West Florida Community

FROM:     Dr. Martha D. Saunders, President

SUBJECT:  Policy Development and Issuance Process

Responsible Office/Executive:  (department name/position name of responsible party)

I.      Policy/Purpose:

   A.      To standardize the system for the formulation, format and issuance of all official university policies.
   B.      <content>

II.     <content>

III.    <content>

A.      <content>

   1.      <content>
   2.      <content>
        i.    <content>
        ii.   <content>

B.      <content>

C.      <content>

The University of West Florida – ...........</content>................

...........<Contact the Office of General Counsel for fillable form>...........

Approved by:  ___________________________  Date: ____________________

Dr. Martha D. Saunders, President

* Note: P-01.03 – 12/17 is the policy code
   “P” for President’s Office – see Appendix B
   “01” for first policy issued on this subject
   “.03” for number of revisions to policy, and
   “12/17” for date of issuance or revision
University Policy Numbering system  Appendix B

AC - Academic Affairs
AD - A&P Staff Council
AP - Academic Policies
AA - Administrative Affairs
AD - Admissions
AT - Athletics
BOT- Board of Trustees
BD - Budgets
AX - Business & Auxiliary Services
CC - Career Center
CA - College of Arts & Sciences
CB - College of Business
CP - College of Professional Studies
CG - Contracts & Grants
CO - Controller
DV - Development & Alumni
DS - Disabled Student Services
EN - Enrollment Services
ES - Environmental Safety
EO - Equal Opportunity and Diversity
FP - Facilities Planning
FA - Financial Aid
FIN- Business, Finance and Facilities
FS - Faculty Senate
GC - General Counsel
HR - Human Resources
IT - Information Technology
IG - Inspector General
LA - Legislative Affairs
LL - Leisure Learning
LI - Library
PP - Physical Plant
P - President’s Office
PA - Public Affairs
PS - Public Safety
PR - Procurement
RR - Records and Registration
RE - Recreation
RSI - Research and Strategic Innovation
SS - SASS Student Academic Support Services
SB - Small Business Development
SR - Sponsored Research
SC - Student Activities
SA - Student Affairs
AV - University Advancement
UA - University Advising
UP - University Planning
US - USPS Staff Council
WF - WUWF