UNIVERSITY POLICY  P-01.00 - 02/02

TO: The University of West Florida Community

FROM: Dr. Morris Marx, President

SUBJECT: University Policy Development and Issuance Process

Responsible Office/Executive: President/General Counsel

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

Policy:

The University President as the University’s Chief Executive Officer has the authority and responsibility to promulgate and organize University Policies by delegation of the Florida Statutes 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.

Procedure:

1. Definitions-

   A. University Policy is defined by ALL of the following:
      • Has broad application throughout the University.
      • 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.

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

Note: Care should be taken to ensure that a proposed policy or related form is not required to be adopted as a “rule” as defined in Section 120.52(15), Florida Statutes. If a policy requires rule adoption, the University of West Florida Board of Trustees, upon the President’s recommendation, must formally adopt it as a rule. This is a separate formal process defined by the Florida Statutes and Florida Administrative Code. Please consult with the Office of the General Counsel to determine if the proposed policy should be adopted as a rule.
2. 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, rules 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, using the attached routing form (See Appendix C).

3. 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 will promulgate the policy as needed. Draft policies promulgated to campus will be placed on the University’s web site for ease of review and navigation. The review period will extend for 45 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.

4. Revising a Policy-

An original policy may be amended utilizing the above procedure with two attachments (1) a “clean copy” version showing the previously approved policy and (2) a version clearly noting and highlighting the proposed changes. These documents should be routed using the attached routing form (Attachment C). 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.

5. 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 attached to the Policy Routing Form, noting rescinding or sunset with appropriate explanatory comments. (Attachment C).

Policies will be reviewed by the General Counsel’s office every five years for continued applicability. Policies requiring update or sunset will be forwarded to the President for appropriate action.
6. 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.

7. Record Keeping –

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

8. 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: [Signature] Date: 6/11/02