



<b>SUBJECT:</b> University Regulation Development	<b>Effective Date:</b> 2-18-08	<b>Policy Number:</b> 2-101	
	<b>Supersedes:</b>	<b>Page</b> 1	<b>Of</b> 3
	<b>Responsible Authority:</b> Vice-President and General Counsel		

**APPLICABILITY/ACCOUNTABILITY:**

This policy applies to all units, colleges, and divisions of the University of Central Florida that make policy on behalf of the university or the specific unit, college, or division.

**POLICY STATEMENT:**

When a unit, college, or division of the University of Central Florida, or the University of Central Florida Board of Trustees makes a statement of general applicability that implements, interprets, or prescribes the duties and powers of the Board of Trustees in relation to the conduct or action of constituents or the public, that statement must be prepared as a university regulation and approved by the Board of Trustees or its designee.

**DEFINITIONS:**

University regulation: University regulations are statements of general applicability adopted by the Board of Trustees (or its designee) to implement its powers and duties in relation to the conduct or action of constituents or the public. University regulations must be consistent with law and the resolutions, rules, and strategic plan of the Florida Board of Governors. University regulations do not include the following:

- internal management memoranda
- legal memoranda, opinions, and guidelines
- preparation of the budget

- negotiated contractual provisions, including those reached as a result of collective bargaining
- curriculum and other academic requirements

Select university regulation: A term used in Board of Governors' policies to refer to a university regulation that pertains to student tuition and fees, admissions, and articulation. Select university regulations require approval by the Florida Board of Governors prior to taking effect.

Internal management memoranda: Statements, such as policies or memoranda, adopted by the university or a division or unit thereof, or by the Board of Trustees, that do not affect the private interests of any person and which have no application outside the University of Central Florida. For example, a policy that requires the approval of the department head to initiate payment to a vendor is a matter of internal management.

#### PROCEDURES:

When a unit, college, division, or the Board of Trustees identifies a need to make a written statement to inform the general public of how a power or duty of the Board of Trustees is to be exercised, the Office of the General Counsel should be consulted to prepare a draft regulation. This draft regulation will be preliminarily reviewed and approved by the Office of the President for approval prior to presentation to the University of Central Florida Board of Trustees or its designee. If the draft regulation is approved, then it will be considered a proposed regulation. The procedure is identical for the proposal of amendments to or repeals of university regulations.

The Office of the General Counsel will process all proposed university regulations, as well as all proposals to amend or repeal university regulations. The Office of the General Counsel will process all such proposals in accordance with the procedures adopted by the Florida Board of Governors for the development of university regulations.

As the designee of the Board of Trustees, the president can approve and enact most university regulations. Select university regulations must be approved by the Board of Trustees and then by the Florida Board of Governors.

#### BACKGROUND INFORMATION:

In January 2003, the Florida Board of Governors was created as a constitutional body responsible for the management, oversight, and regulation of the entire state university system, of which the University of Central Florida is a constituent institution. Also in January 2003, each university in the state university system was given a university board of trustees tasked with the responsibility to administer the university. As part of this administrative responsibility, each university board of trustees is expected to adopt regulations (formerly known as rules) that explain to its constituents and the public how the powers and duties of the board of trustees are implemented. Recognizing

the benefit to creating a uniform procedure for the adoption of such pronouncements, in July 2005 the Florida Board of Governors approved a new procedure for the adoption, amendment and repeal of university regulations in a Regulation Development Procedure for State University Boards of Trustees. The Office of the General Counsel will process all proposals relating to university regulations in accordance with this procedure.

RELATED DOCUMENTS:

Regulation Development Procedure for State University Boards of Trustees, available at [www.regulations.ucf.edu](http://www.regulations.ucf.edu).

CONTACTS:

Office of the General Counsel, 4000 Central Florida Boulevard, Millican Hall 360, Orlando, Florida, 32816-0015; (407) 823-2482.

INITIATING AUTHORITY: Vice-President and General Counsel

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 2-101	
Initiating Authority: <u><i>W. Foster Cole</i></u>	Date: _____
Policies and Procedures Review Committee Chair: <u><i>Beth Barnes</i></u>	Date: <u><i>4/14/08</i></u>
President or Designee: <u><i>J. Lief</i></u>	Date: <u><i>4/21/08</i></u>