

<b>SUBJECT:</b> University Policy Development	<b>Effective Date:</b> 1/4/2016	<b>Policy Number:</b> 2-001.5
	<b>Supersedes:</b> 2-001.4	<b>Page Of</b> 1 4
	<b>Responsible Authority:</b> Chief Compliance and Ethics Officer	

**DATE OF INITIAL ADOPTION AND EFFECTIVE DATE 2/1/2004**

### **APPLICABILITY/ACCOUNTABILITY**

These guidelines on university policies and related procedures are applicable to all members of the university community.

### **POLICY STATEMENT**

The University of Central Florida is governed by state and federal statutes, regulations of the Florida Board of Governors, and university regulations. The university must adopt policies and related procedures to dictate and guide the operations of the university when statutes, rules, and regulations do not provide specific guidance or do not offer procedures or implementation directives necessary for efficient university operations.

The University of Central Florida Policies and Procedures Manual is the official repository of university policies and related procedures. It may be reviewed online at <http://www.policies.ucf.edu>.

### **DEFINITIONS**

**Minor Revisions.** Minor revisions are those changes that do not alter the scope or application of an existing policy and, therefore, do not require approval by the University Policies and Procedures Committee. Examples of minor revisions include, but are not limited to, title changes for individuals or departments, spelling corrections, address changes, form changes, and procedural changes.

**Policy.** A statement of management philosophy or practice established to provide direction and assistance to the university community in the conduct of university business or activities that directly and substantially affect multiple units, departments, or divisions with respect to their operations at the university. Policies must not conflict with statutes, rules, or regulations applicable to the university. Policies may include related procedures.

**Stakeholder.** A person, unit, department, or division within the university community interested in the terms and operation of the policy because it directly affects their role, responsibilities, and/or operations at the university.

**University Policies and Procedures Committee.** A committee designated and appointed by the president to act as the central body for making recommendations regarding the creation, updating, and management of university policies. This committee will include the chief compliance and ethics officer, the chief human resources officer or his or her designee, and other representatives appointed by the president. The general counsel or his or her designee and the chief audit executive or his or her designee will serve ex-officio on this committee in a non-voting capacity. The chief compliance and ethics officer serves as the chair of this committee.

## **PROCEDURES**

### **A. Initiation of Policies**

The need for a new policy or the revision or elimination of an existing one is identified by the president, a vice president, or a representative of the University Policies and Procedures Committee.

- (1) Working with a representative of the committee, the appropriate vice president(s) or their designees, oversees the creation of a draft of the policy following the guidelines described in B. The vice president who sponsors the policy is the *initiating authority*.
- (2) When the initiating authority has a working draft of the new policy, he or she should review that draft with stakeholders and should take their comments into account when preparing the draft for presentation to the committee.
- (3) All policies must be reviewed by the General Counsel's Office and the University Compliance, Ethics, and Risk Office prior to submission to the University Policies and Procedures Committee.
- (4) Policies submitted to the University Policies and Procedures Committee will be published for two weeks in the policies and procedures library for review and comment by the university community.
- (5) Comments will be provided to the University Policies and Procedures Committee and the initiating and responsible authority for consideration.
- (6) When the committee feels that the proposed policy is in an acceptable form, the chair of the University Policies and Procedures Committee will forward the final draft to the president for review and approval.
- (7) Once the president has approved the policy, the chair of the committee will incorporate it into the Policies and Procedures Manual.

## B. Instructions for Drafting University Policies

Policies and related procedures must be submitted on the policy template listed under FORMS and must include the following information:

- The subject of the policy
- The responsible authority for the policy (division or department head, for example; by title, not name)
- Applicability or Accountability
- Policy Statement
- Definitions
- Procedures, if any are needed, to implement the policy
- The initiating authority for the policy (president, vice president, or University Policies and Procedures Committee—no others may initiate policy)

Policies and procedures may also contain the following information as necessary:

- General policy or preamble summarizing policy
- Background information
- Related information
- Related documents
- Forms
- Contacts

## C. Review and/or Revision of Existing Policies

Each university policy must be reviewed annually by the responsible authority and by the committee every five (5) years to ensure that it remains current and relevant.

Revisions to a policy must be submitted to the University Compliance, Ethics, and Risk Office for review and submission to the University Policies and Procedures Committee. Revised policies will be published for two weeks for review and comment by the university community prior to consideration by the University Policies and Procedures Committee. Minor revisions do not require approval and may be requested at any time during the life cycle of a policy.

## D. Dissemination of Information about New or Revised Policies

A university policy may be announced by email or released in a memorandum by the initiating authority. However, the policy must be provided in the form signed by the president and found in the Policies and Procedures Manual located at <http://www.policies.ucf.edu>.

## E. Maintenance of the Policies and Procedures Manual

The chief compliance and ethics officer will maintain the Policies and Procedures Manual and publish policies for comment by the university community.

## FORMS

- (1) Policy Template

## RELATED INFORMATION

Colleges, centers, institutes, and units may have policies and procedures specific to their operations, but those will not be included in the university's Policies and Procedures Manual. Any such policies and procedures must not conflict with statutes, regulations of the Board of Governors, and university regulations or policies.

## CONTACTS

Please direct questions related to this policy to the University Compliance, Ethics, and Risk Office.

## INITIATING AUTHORITY

Vice President and Chief of Staff

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: <u>2-100.5</u>	
Initiating Authority: <u><i>John Hill</i></u>	Date: <u>12-22-15</u>
University Policies and Procedures Committee Chair: <u><i>Phonda L Bishop</i></u>	Date: <u>12/21/15</u>
President or Designee: <u><i>John C. Hill</i></u>	Date: <u>1/7/16</u>

History 2-001 2/1/2004, 2-001.1 8/4/2004, 2-001.2 9/20/2004, 2-001.3 10/18/2006, 2-001.4 10/31/2013