



University Compliance, Ethics, and Risk Office

UNIVERSITY OF CENTRAL FLORIDA

University of Central Florida Draft Policy Submission Cover Memo Form

Policy No. and Title:

Initiating Authority:

Initiating Authority Approval Date:

Date of Submission for Review:

Submitted by:

Department:

New Policy

Existing Policy (5-year Review)

Existing Policy (Out of Cycle
Review)

Summary of Revisions: (For a new policy, please provide a summary of the policy. For an existing policy, please provide a summary of the revisions made to the policy.)

Stakeholders included in the Review Process: (Provide a list of departments involved in the review/revision process.)

Stakeholder feedback must also be requested from the [Faculty Senate](#) and the [College Policy Liaisons](#). By checking the boxes below, you are confirming that feedback from these groups was requested, received, and considered in the draft policy.

College Policy Liaisons

Faculty Senate

Regulatory Requirements (if applicable): (Provide information on regulatory requirements pertaining to the policy, including specific statute or regulation number.)

Presenters: (Provide the name(s), position title(s), and email address(s) for all individuals who will be presenting the policy to the university's Policies and Procedures Committee.)



Draft - University Regulation Development

| | |
|------------------------------|------------------------------------|
| Policy Number | 2-101. 32 |
| Responsible Authority | Vice President and General Counsel |
| Initiating Authority | Vice President and General Counsel |
| Effective Date | 11/15/2019 |
| Date of Origin | 2/18/2008 |

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.

BACKGROUND INFORMATION

The University of Central Florida Board of Trustees is charged with the administration of the University of Central Florida, including the adoption of regulations that explain to its constituents and the public how the powers and duties of the Board are implemented. Recognizing the benefit of creating a system-wide procedure for the adoption of such pronouncements, in July 2005 the Florida Board of Governors approved a procedure for the adoption, amendment and repeal of university regulations in the Regulation Development Procedure for State University Boards of Trustees.

DEFINITIONS

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.

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

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

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 [assist in the preparation of](#) prepare a draft regulation. [That draft regulation will be noticed to the public prior to presentation to the Board for approval at a publicly noticed meeting.](#) Once the draft regulation is approved by the Board, then it will be considered an adopted regulation. The procedure is identical for proposed amendments to or repeals of existing 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. Additionally, the Office of the General Counsel will prepare and submit such proposals in keeping with Board of Trustees' procedures related to the handling of Board of Trustees business.

Select university regulations must be approved by the Florida Board of Governors after approval by the Board of Trustees.

RELATED DOCUMENTS

Regulation Development Procedure for State University Boards of Trustees, available at www.regulations.ucf.edu.

CONTACTS

Office of the General Counsel, P. O. Box 160015, 4365 Andromeda Loop, Millican Hall 360, Orlando, Florida, 32816-0015; (407) 823-2482.

History:
2-101 11/18/2008; 2-101.1 9/2/2014; 2-101.2 11/15/2019