

Policy Number	Subject	Effective Date	Revised Date
2.0010P	Policy on Academic Policies	06/01/01	
Responsible Division / Department: President's Office / Academic Affairs			
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Existing Policy <input type="checkbox"/> Minor/Technical Revision of Existing Policy <input type="checkbox"/> Reaffirmation of Existing Policy			

I. OBJECTIVE & PURPOSE

This policy provides a process for review of the University's academic policies. It also affirms the President's role in setting the University's academic policies in consultation with the faculty.

Nonacademic University policies are excluded from the procedures described in this document. The procedures for nonacademic policies are provided in a separate policy statement.

The procedures attached to the policy provide University faculty and administrators with written guidelines describing the process for formatting, approving, revising, and implementing academic policies. The procedures also assure that the University of North Florida community has the most convenient means of identifying and accessing the institution's standing policies.

II. STATEMENT OF POLICY

The President, in consultation with the University faculty, has the responsibility to organize the University's academic programs and the authority to establish policies for conducting these programs.

Academic policies should neither conflict with provisions contained in laws, rules or applicable collective bargaining agreements nor merely restate or duplicate those provisions. When a subsequently promulgated law, regulation or provision of an applicable collective bargaining agreement conflicts with an existing University policy, such law, regulation or collective bargaining agreement provision shall take precedence over the policy.

Definitions. *Academic policies* are statements of general principle or course of action that serve to guide the University's (a) curriculum development; (b)

classroom instruction and educational enrichment programs; (c) grading and evaluation procedures; (d) admission, retention, and graduation standards and procedures; (e) faculty hiring, promotion, and tenure processes; and (f) faculty assignments.

III. STATEMENT OF PROCEDURES

1. These procedures provide a uniform system for creating, formatting and publishing the University's academic policies.
2. **Guidance for Writing Policies.** The University's academic policies should be clear and succinct and free from "legalese." These policies should neither conflict with provisions contained in laws, rules or applicable collective bargaining agreements nor merely restate or duplicate those provisions.
3. **Policy Format.** Proposed policies should be written in the established University Policy Format (see attachment). The format requires a description of the policy's subject, objective and purpose, effective date, responsible University Division/Unit and specific authority. Forms and other materials that are intended to be an integral part of the policy should be attached to the proposed policy and routed with it for approval.
4. **Policy Origination.** Academic policies may originate through the Faculty Association, an academic unit, or the Office of Academic Affairs.
5. **Faculty Association.** The Faculty Association's standing and ad hoc committees may propose an academic policy, submitting it to the vote of the Faculty Association. If passed by the Faculty Association, this policy will be forwarded to the Provost and Vice President of Academic Affairs. The Provost will review the policy in consultation with the Council of Deans. If the Provost approves the policy under consideration, the Provost will forward the policy to the University President for review and a decision.
6. **Academic Units.** A college may propose an academic policy by submitting it to the Provost and Vice President for Academic Affairs. The Provost, in consultation with the Council of Deans, will review policies submitted by colleges. The Provost will also forward such policies to the President of the Faculty Association for review and comment. After receiving comment from both the Council of Deans and the leadership of the Faculty Association, if the Provost approves the policy under consideration the Provost will forward the policy to the University President for review and a decision.
7. **Academic Affairs.** An academic policy may originate within the Office of Academic Affairs. Such policies will be submitted to the Council of Deans and to the President of the Faculty Association for review and comment. After receiving comment from both the Council of Deans and the

leadership of the Faculty Association, if the Provost approves the policy under consideration the Provost will forward the policy to the University President for review and a decision.

8. Policy Approval. Upon submission of an academic policy, the President may approve, reject or refer a policy back to the Provost with comments or recommended revisions.
9. Policy Manual and Coordinator. When the President approves a policy, an electronic version of the policy will be forwarded to the University's Policy Manual Coordinator (Coordinator). The Coordinator is responsible for (a) maintaining the official University of North Florida Policy Manual (Manual) that will contain the hard copy original of all current University policies and (b) keeping the Manual's web site version up to date. Notice of new Policies will appear on UNF's Campus Update.
10. Revising or Rescinding a Policy. An original policy may be amended, revised, or rescinded utilizing steps 5, 6, 7, and 8 described above. Proposed amendments and revisions of policies must be routed in the following two formats: (1) a "clean copy" version showing the policy as it would appear in final form and (2) a version highlighting the changes to the existing policy by showing proposed changes in a strike through and underlined format. Upon approval by the President, the Coordinator will remove a rescinded policy or the original version of a revised policy from the Manual and the web site and notify other manual holders. The Coordinator should retain the official hard copy original of a revised or rescinded policy in a separate location for a period of not less than five years from the date of amendment or rescission.
11. Interim Policy. Where an academic policy must be established in a time period too short to permit the completion of the process delineated herein, the President upon recommendation of the Provost may promulgate an interim policy that will be effective for no longer than sixty days from the date of issuance. An interim policy must be clearly marked and specify its expiration date. Upon promulgation, the interim policy will be forwarded to the Coordinator for handling and distribution in accordance with the procedure for new policies.

Formerly 9-4.003.

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- I. OBJECTIVE & PURPOSE

- II. STATEMENT OF POLICY

- III. STATEMENT OF REQUIREMENTS

- IV. STATEMENT OF PROCEDURES