

PROCEDURES FOR PROMULGATING POLICIES AND REGULATIONS¹

Policies are governed by the Office of the President.
Regulations are governed by the Board of Trustees and the Board of Governors.

- ❖ Any unit may develop a **Policy**. If the proposed **Policy** affects multiple units, it must be presented to the appropriate Vice President. When the Vice President has approved the proposed Policy, it will then be referred to the University's Associates Group for review². All proposed University **Regulations**, other than select³ Regulations must be presented to the Associates Group for review and consideration. The proposed **Regulation** shall be reviewed with the Office of the General Counsel prior to requesting that it be placed on the agenda for the Associates Group meeting. The Associates Group meets the first Thursday of each month. Agenda items should be presented in writing to Valerie Reynolds at least two (2) days in advance of the meeting.
- ❖ The Associates Group votes to approve or disapprove a proposed **Policy** or **Regulation**.
- ❖ If approved by the Associates Group, the proposed **Policy** or **Regulation** is routed, via email, to the Presidents of the Constituent Groups (A&P, USPS, Faculty and SGA) requesting that they forward the proposed **Policy** or **Regulation** to its members for review and comment, noting the comment period will expire in 14 days (provide actual date). The proposed **Policy** or **Regulation** will have a face sheet with the link to the entire proposed **Policy** or **Regulation** and contact information for forwarding written comments or responses.
- ❖ All written comments and responses will be directed to Stephanie Howell. Stephanie will disseminate the comments and responses to Tom Serwatka, Karen Stone and the responsible division contact.
- ❖ An Open Forum will be held during the pre-review comment period to allow the University community to discuss the proposed **Regulation** or **Policy**⁴ with a designated panel. The panel will consist of representatives from the President's Office, the General Counsel's Office and a representative from the unit sponsoring the proposed **Regulation** or **Policy**.
- ❖ After all internal vetting is concluded and the 14 day comment period has expired for the constituent groups, the **Policy** or **Regulation** will be presented to the Executive Staff. The Executive Staff votes to approve, disapprove or refer the **Policy** or **Regulation** back to the responsible division head or the Associates Group with comments or recommendations.
- ❖ If a **Policy** is of great significance or relates to a proposed **Regulation**, it may need to go before the BOT, otherwise the **Policy** becomes effective on the date of approval by the Executive Staff in accordance with the **Policy** Creation and Development Process (Policy no. 1.0010P).

***Policy** Promulgation Ends Here.*

¹ Effective August, 2006.

² The procedures outlined herein apply to non-academic policy implementation.

³ Select Regulations include: Admissions, Articulation and Tuition and Fees.

⁴ Only policies that go before the BOT will be subject to an Open Forum.

- ❖ Once a **Regulation** is approved by the Executive Staff, it is forwarded in final form to the Office of the General Counsel, where it is noticed via Campus and Student Updates and posted for 30 days via the University Website, in accordance with the Board of Governors promulgation procedures.
- ❖ Written comments and responses to proposed **Regulations** are entertained for 14 days, as part of the BOG promulgation process. All comments will be directed to Stephanie Howell and forwarded to Tom Serwatka and Karen Stone responsible division contact.
- ❖ Pending any substantive changes, the proposed **Regulation** will be presented at the BOT committee meetings for review and discussion.
- ❖ Following approval at the BOT committee meeting, the proposed **Regulation** will be presented to the full BOT at its board meeting for a final vote of approval (either as a consent agenda item or action item).
- ❖ Once approved by the BOT the proposed **Regulation** will become effective on the date of filing with the President's Office, unless the **Regulation** is a select **Regulation** at which time it will be sent to the BOG for final approval.