



<b>SUBJECT:</b> GUIDELINES FOR UNIVERSITY POLICY DEVELOPMENT	<b>Effective Date:</b> 3-18-09	<b>Policy Number:</b> 1.1	
	<b>Supersedes:</b> Policy 1.1 (adopted 3-19-08)	<b>Page</b> 1	<b>Of</b> 7
	<b>Responsible Authority:</b> General Counsel		

**I. INTRODUCTION:**

The Florida Atlantic University Policies and Procedures Manual includes university-wide policies and procedures.

Florida Atlantic University (“University”) policies and procedures should be organized and drafted using a standard format as outlined by this policy. The University Policies and Procedures Review Committee constitutes the principal body for reviewing and managing University policies and procedures. Policy-initiating authorities may suggest policies and procedures to the University Policies and Procedures Review Committee. All policies and procedures require review by the University Policies and Procedures Review Committee, the Executive Committee or Senior Staff, and final approval by the President prior to implementation and/or inclusion in the manual. Approval of and amendments to this “Guidelines for University Policy Development” policy and any University policies pertaining to the naming of institutional facilities, buildings, colleges, schools or other institutional elements shall also require approval by the Florida Atlantic University Board of Trustees. Final authority and approval over University policies and procedures rests with the President.

**II. APPLICABILITY/ACCOUNTABILITY:**

These guidelines on University policies and procedures are applicable to all members of the University community. The University Policies and Procedures Manual includes only those policies and procedures that are generally applicable to more than one college or unit of the University. Matters pertaining only to the internal procedures of a given college or unit are not within the scope of the manual or this policy and must be obtained from the specific college or unit. However, in the event of an inconsistency between a

provision in a college or unit policy and a provision in a University policy or regulation, the University policy or regulation shall prevail.

### **III. POLICY STATEMENT:**

Florida Atlantic University is governed by state and federal statutes, regulations, rules and policies of the Florida Atlantic University Board of Trustees and Florida Board of Governors, and other applicable laws and collective bargaining agreements. However, there are many occasions where such authorities do not provide specific guidance or do not offer procedures or implementation directives necessary for efficient University operations. Where this occurs, the University must adopt policies and procedures to dictate and guide the operations of the University.

This policy establishes guidelines for the creation, issuance, review, and publication of policies at Florida Atlantic University; ensures consistency in policy creation and implementation; and centralizes policies for ease of reference, application, and enforcement. To the extent that there is a conflict between any University policy and procedure and a state and federal statute, regulation, rule or policy of the Florida Atlantic University Board of Trustees or Florida Board of Governors or other applicable law or collective bargaining agreement, the state and federal statute, regulation, rule or policy of the Florida Atlantic University Board of Trustees or Florida Board of Governors or other applicable law or collective bargaining agreement will prevail.

The Florida Atlantic University Policies and Procedures Manual is the official repository of University policies and procedures. It may be reviewed in the Office of the President or online. Having an official policies and procedures manual for the University ensures that University-level policies and procedures will be consistent and subject to appropriate review before implementation.

The President, Executive Committee or Senior Staff, General Counsel, and University Policies and Procedures Review Committee are the University's policy-initiating authorities.

The University Policies and Procedures Review Committee and the Executive Committee or Senior Staff must give preliminary review to all University policies and procedures. The President must give final approval to all University policies and procedures. The Florida Atlantic University Board of Trustees must also give final approval to this "Guidelines for University Policy Development" policy and any University policies pertaining to the naming of institutional facilities, buildings, colleges, schools or other institutional elements, and all amendments thereto. University policies and procedures should be formulated and drafted according to a template to ensure consistency and organized to ensure ease of reference. Specific implementation directives are provided in Section V below.

### **IV. DEFINITIONS:**

*Executive Committee or Senior Staff.* University administrators who are individually and collectively responsible to guide a shared vision and lead institutional operations for the advancement of the University.

*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. University policies apply to all units, departments, or divisions of the University with respect to their operations at the University. Policies must not conflict with statutes, regulations, or other laws applicable to the University.

*Procedure.* A statement that prescribes categories of action applicable to all units, departments, or divisions with respect to their operations at the University, to be taken to conform to established policies, allowing for the orderly and consistent implementation of policies.

*University Policies and Procedures Review Committee.* The committee designated and appointed by the President to act as the central body for reviewing and managing University-wide policies. This committee will include the General Counsel, the Vice Presidents or their designees, a representative of the faculty, a representative of the student body, and such other persons as the President deems appropriate. The President shall appoint the chair of this committee.

## **V. PROCEDURES:**

### **A. Initiation of New Policies and Procedures**

Initiation of new policies and procedures occurs when the need for a new policy and procedure is identified by the President, the Executive Committee or Senior Staff, the General Counsel, or a representative of the University Policies and Procedures Review Committee.

- (1) Working with a representative on the University Policies and Procedures Review Committee, the appropriate Vice President or General Counsel, or their designees, oversees the creation of a draft of the policy and procedure, or revision thereof, following the guidelines described in Subsection C below. If a policy and procedure falls within more than one section of the University Policies and Procedures Manual, any affected unit may assume the responsibility for drafting and reviewing the policy and procedure. The individual who sponsors and oversees the drafting a new or revised policy and procedure is the *initiating authority*.
- (2) When the initiating authority has finished drafting the policy and procedure, that draft should be submitted to the University Policies and Procedures Review Committee for review. The policy will be placed on the next available agenda of the University Policies and Procedures Review Committee, and the initiating authority or designee will be invited to present the policy to the committee. The initiating authority should be prepared to answer questions regarding the policy
- (3) After the proposed policy and procedure has been reviewed by the University Policies and Procedures Committee, the chair of the University Policies and Procedures Review Committee will send a copy of the proposed policy and procedure to the Executive Committee or Senior Staff for review.

- (4) Once the proposed policy and procedure is reviewed by the Executive Committee or Senior Staff, the chair of the University Policies and Procedures Review Committee will forward the final draft to the President for final review and approval.
- (5) Once the President has approved a final draft, and the Florida Atlantic University Board of Trustees, if applicable, the chair of the University Policies and Procedures Review Committee will ensure that the new policy and procedure is incorporated into the Policies and Procedures Manual.

#### B. Review and/or Revision of Existing Policies and Procedures

Every policy and procedure, once implemented, should be reviewed on a periodic basis to ensure that the policy and procedure remains current and necessary.

The procedures to initiate and review revisions to existing policies and procedures, and to eliminate policies, are as follows:

- (1) The need for revisions to an existing policy and procedure, or to eliminate a policy and procedure, may be identified by the President, the Executive Committee or Senior Staff, the General Counsel, a representative of the University Policies and Procedures Review Committee, or by the authority responsible for the policy and procedure.
- (2) If the need for a revision is identified, the responsible authority must review the existing policy and procedure carefully to determine whether it continues to reflect current practice and responds to a need in the University community. If the responsible authority feels that changes to the policy and procedure are in order, then he or she will prepare a draft of a revised policy and procedure in a format that highlights the proposed changes. If the responsible authority feels that the policy and procedure is no longer needed and should be eliminated, then he or she will prepare a written statement to that effect for submission to the University Policies and Procedures Review Committee.

#### C. Drafting of Policies and Procedures

A standardized format will be used for University policies and procedures and will include certain minimum information. To guide in that effort, the University Policies and Procedures Review Committee has created a policy template to be used in drafting policies and procedures.

Policies and procedures should be submitted on the policy template listed under FORMS and should contain the following information:

- The policy number (issued upon approval)
- The policy name
- The initiating authority
- Date(s) of initial adoption and any revisions; effective date, if different
- The responsible authority for that policy

Applicability or Accountability  
Policy Statement  
Definitions of relevant terms  
Procedures, if any are needed, to implement the policy  
Forms, if any are required or suggested, to carry out the procedure

Policies and procedures may also contain the following information as necessary for a full explanation of the policy and its application and procedures:

General policy or preamble summarizing policy  
Related information or documents  
Background information  
Contacts (may be included as part of the procedures)

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

Information about new, revised, or eliminated policies and procedures may be announced by e-mail or released in a memorandum by the Chair of the Policies and Procedures Review Committee or his or her designee.

#### E. Maintenance of the Policies and Procedures Manual

The Chair of the Policies and Procedures Review Committee will be responsible for maintaining the master list of policies and procedures within the Policies and Procedures Manual. A copy of each approved policy and procedure will be kept on file. The policies and procedures will be maintained on the University Web site and users may print copies directly from the system. Policies and procedures will be numbered and organized by topic.

#### **VI. FORMS:**

(1) Policy Template

#### **VII. RELATED INFORMATION:**

Colleges, centers, and institutes 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 Florida Atlantic University Board of Trustees or the Board of Governors, and University policies and procedures, and any approved University collective bargaining agreements. To the extent that there is a conflict between a college, center, or institute policy and a University policy and procedure, University regulation, other regulation or statute, or any approved University collective bargaining agreement, the provision of the University policy and procedure, University regulation, other regulation or statute, or any approved University collective bargaining agreement will prevail. Colleges should use the template outlined above for their policies and organize their policies in a manual for ease of reference.

#### **VIII. INITIATING AUTHORITY:** General Counsel

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POLICY APPROVAL  
(For use by the Office of the President)

Policy Number:   1.1  

*Initiating Authority*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: David L. Kian

*Policies and Procedures*

*Review Committee Chair*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Elizabeth F. Rubin

*President*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Frank T. Brogan

*Board of Trustees Chair*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Nancy Blosser

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Executed signature pages are available in the Office of the General Counsel

**Instructions for Drafting University Policies:**

Use the form below to draft or revise a University policy. Please use Arial in 11 pt font size. You are not limited to the spacing that appears on the form. Draft policies ready for review by the University Policies and Procedures Review Committee should be sent via e-mail as a Word document attachment to the Office of the General Counsel at [GeneralCounsel@fau.edu](mailto:GeneralCounsel@fau.edu). There should be clear indication in the transmittal that the draft policy has been reviewed and approved by its initiating authority.

**POLICY TEMPLATE**

<b>SUBJECT:</b>	<b>Effective Date:</b>	<b>Policy Number:</b>
	<b>Supersedes:</b>	<b>Page      Of</b>
	<b>Responsible Authority:</b>	

**(REQUIRED)**

DATE(S) OF INITIAL ADOPTION AND EFFECTIVE DATE:\*

APPLICABILITY/ACCOUNTABILITY:

POLICY STATEMENT:

DEFINITIONS:

PROCEDURES:\*\*

INITIATING AUTHORITY:

**(OPTIONAL)**

GENERAL POLICY OR PREAMBLE; BACKGROUND INFORMATION; RELATED INFORMATION; RELATED DOCUMENTS; CONTACTS; FORMS:

\*THIS REQUIREMENT APPLIES ONLY TO EXISTING POLICIES BEING REVIEWED OR REVISED

\*\*IF ANY ARE NEEDED TO IMPLEMENT THE POLICY

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**POLICY APPROVAL**  
(For use by the Office of the President)

Policy Number: \_\_\_\_\_

*Initiating Authority*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

*Policies and Procedures*

*Review Committee Chair*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

*President*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

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