



SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 5.56
Date Approved: 05/06/05
Date Amended:
Reviewed w/no Changes:
Office of Responsibility: Prov
Page 1 of 3

SUBJECT: POLICY DEVELOPMENT AUTHORITY

I. PURPOSE: To establish the procedure and line of authority through which policy may be established.

II. REFERENCES

Title 53B State System of Higher Education, Utah Code (Annotated 1953)

Utah State Board of Regents Bylaw, Policies and Procedures

III. POLICY:

A. Policies and Procedures

Policies of the University are organized by general topic or area of responsibility as follows:

Section 1. Statutory creation of the University

Section 2. Mission and role of the University

Section 3. State System of Higher Education

Section 4. Organization of the University

Section 5. General Policies

Section 6. Academic and Faculty Policies

Section 7. Administrative Procedures

Section 8. Staff and Professional Employee Policies

Section 9. University Leave

Section 10. Financial Operations Policies

Section 11. Student Services

Section 12. Intercollegiate Athletics

Section 13. Councils and Committees

B. Implementation of Policies and Procedures

Approved policies are posted to the web for general campus access.

Supervisors are responsible for reviewing policies and procedures and insuring communication of new or revised policies and procedures to employees.

C. Origin of Policies

Policies and procedures for the University are developed in response to a perceived need by a member of the campus community.

D. Preparation of Drafts



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Page 2 of 3

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To originate a policy and procedure, a draft similar in style and format to this document should be prepared. Assistance in preparing the draft may be obtained from the appropriate vice president or from the office of the Associate Provost. The draft should include references to other SUU policies, Regental policies, Utah State Code regarding higher education, or other relevant documents. In addition, a separate statement specifically identifying the need and rationale for any proposed policy shall accompany the draft of the policy.

E. Review and Approval

1. **Academic Policies:** Whether recommended by the faculty or administration, to become official each proposed academic policy will go through the following reviews.
 - a. **Faculty Senate and Deans Council:** Proposed policies by either of these bodies, with rationale for changes made, will be sent to the other, and each body will establish its own procedures for policy review.
 - b. After considering the recommendations from the Faculty Senate and the Deans Council, the Provost will prepare a draft of the proposed policy and will forward it to the President's Council.
2. **Administrative/finance policies** will be reviewed by the appropriate vice-president and/or staff, then forwarded to the President's Council with a recommendation that it be approved.
3. **Student generated policy** will be reviewed by the appropriate vice-president and/or staff and an ex-officio student representative appointed by the Student Body President. If changes made to the policy are deemed substantive, the policy will be returned to the originating body for their approval. Once the changes made by the Vice-president and/or staff and the student representative are no longer deemed substantive, the policy is forwarded to the President's Council with a recommendation that it be approved.
4. **University legal counsel** will review draft documents. Legal guidance should be sought earlier in the process as issues become apparent.



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Page 3 of 3

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5. After approval by the President's Council, the policy will be forwarded to the Board of Trustees with a recommendation that it be approved.
 6. The Board of Trustees has the final responsibility for approval of the policy. Policies officially become effective upon approval and as directed by the Board of Trustees.
- F. Issuance.
After approval by the Board of Trustees, a copy of the approved policy document is to be forwarded to the Office of the Associate Provost for number assignment and coordination of the web conversion process.
- G. Distribution
All policies and procedures are distributed via the Internet on the University's web site.