SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 5.56
Date Approved: 05/06/05
Date Amended: 01/31/14
Reviewed w/no Changes:
Office of Responsibility: Prov
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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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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. Policy Revision
    To revise an existing policy, first obtain an electronic copy of the policy from the Associate Provost's office. Once the electronic copy is obtained, "strike out" any text to be deleted. New text should be inserted in boldface. Policy revisions, depending on the type of policy, follow the steps below in III. F.

F. Review and Approval
    The following steps include review and approval of new policies and substantive policy revisions. In order to promote coordination and communication across the academic and administrative units, review copies of policies in process should be shared among the various approving and review entities (e.g. Deans Council, Faculty Senate, Staff Association, and VPs) before going to the President's Council for action.

    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:

        a. Administrative/finance policies will be reviewed by the appropriate vice-president and/or staff, then forwarded to the

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President's Council with a recommendation that it be approved.

b.   Any policy that has broad application or impact on University staff shall be forwarded to the Staff Association Board for review, input and recommendations. The Staff Association Board is permitted to recommend new policy or policy changes to the appropriate vice-president for submittal to President's Council.

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.

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.

G.   Corrections or non-Substantive Changes to Approved Policies
When updates in the editorial content of a policy are required to keep an already approved policy accurate, and the proposed updating does not change the intent or scope of the policy, the Associate Provost's Office will submit a summary of the changes in the form of a Consent Agenda item for review by the Deans' Council, Faculty Senate and Staff Association and approval by the Presidents' Council. The policy wording change(s) will be placed on the Consent Agenda at the next Scheduled Board of Trustees business meeting.

H.   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.

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I. Distribution
    All policies and procedures are posted to the University's web site.