



SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 5.56
Date Approved: 05/06/05
Date Amended: 01/13/17
Reviewed w/ No Changes:
Office of Responsibility: President
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SUBJECT: POLICY DEVELOPMENT AUTHORITY

- I. **PURPOSE:** The purpose of this policy is to define the procedure through which University policy may be established or amended and allow for broad input from university employees prior to the adoption of any new policy or amendment of any existing policy. Any reference contained herein to proposed polices shall apply with equal force to proposed amendments to existing policies.

II. **AUTHORITY TO ESTABLISH POLICY**

The President's authority to develop policy for the institution, as delegated by the Utah Board of Higher Education, is subject to the approval of the Board of Trustees. On such matters, it is the duty of the President to prepare initiatives for response by the Board of Trustees. Except for consultation and advice as provided in Board of Higher Education Policy 4.4.1 and for responsibilities specifically delegated by statute or by the Board of Higher Education, the actions of the Board of Trustees, as they affect institutional policies and operations, are limited to approval or disapproval of initiatives brought to them by the institutional President.

III. **ORGANIZATION OF POLICIES**

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 Affairs
- Section 12. Intercollegiate Athletics
- Section 13. Councils and Committees

IV. **FORM OF DRAFT PROPOSALS**

Proposed polices should be drafted in a style and format similar to this policy. If a proposed policy deletes any text of existing policy the draft proposal should show all



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related text with the words to be deleted in “strike out” form. All new text should be underlined. The draft should include references to other SUU policies, Board of Higher Education policies, and Utah State Code regarding higher education

V. REVIEW PROCEDURE

Proposed policies should be reviewed as follows:

- a. Proposed policies should be reviewed by any relevant internal university council, association, and department, such as the Deans Council, Faculty Senate, Staff Association, and Student Association. In particular, all academic policies shall be reviewed by the Faculty Senate and the Deans Council, with any proposed amendments thereto by the one body to be reviewed by the other body.
- b. After review by any relevant internal university council, association, and department, the proposed policies shall be reviewed by the President’s Council.
- c. Following President’s Council review, proposed policies shall be sent out to university employees through email providing for a period of general review and comment. After a general review and comment period of at least 21 days the President’s Council shall again consider the policy along with the comments submitted by university employees
- d. After considering advice generated during the forgoing review process the president shall make a determination as to whether the proposed policy should be forwarded to the institution’s Board of Trustees for final consideration.
- e. Except as provided above in subsection (V)(a), it is not necessary to return a proposed policy to the beginning of the review procedure if the process results in modifications to the proposal.

VI. CORRECTIONS OR NON-SUBSTANTIVE CHANGES TO APPROVED POLICIES

In the event non-substantive, editorial amendments to any existing policy are proposed, the president shall submit the proposal to the President’s Council for review. If no member of the President’s Council objects, the proposal may be sent directly to the institutions Board of Trustees for final consideration.

VII. EXIGENCY EXCEPTION TO PROCESS



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In the event the process set forth herein would delay implementation of a new policy, or amendment to a current policy, beyond what is necessary under the exigencies understood to be present at the time, the president shall be authorized to immediately implement a new policy, or amendment to an existing policy, provisionally for a period of not more than 90 days. The policy shall be clearly marked as “temporary,” and notice of the provisional policy or amendment to an existing policy, shall be sent to the President’s Council, Deans Council, Faculty Senate, Staff Association, Student Association, and Board of Trustees. During the 90 days within which the temporary new policy, or amendment to an existing policy, is effective, the review process set forth in section “V” shall be followed prior as a condition to final implementation of the same. Temporary policies (including revisions and suspensions) will expire at the conclusion of the 90 day period or on the effective date of a relevant policy proposal enacted through the regular approval process under this policy, whichever occurs first. If no relevant policy proposal is enacted through the regular approval process prior to the expiration date of the temporary policy, the temporary policy shall no longer be in effect and shall be removed, and the un-revised policy, if any, shall be reinstated in its previous state.

VIII. EFFECTIVE DATE AND PUBLICATION

Unless provided otherwise, all policies are effective upon adoption by the Board of Trustees and are to be published as soon as reasonably possible with the body of university policies on the University’s website.