

# Policy Creation, Review, and Revision Guidelines

## Purpose

The *Academic Affairs Policy and Procedure Directory* serves as a collection of relevant policies and procedures related to the operations of Academic Affairs. The Directory is a convenience for the administration, faculty, staff, and others as a single register of the University's academic policies and procedures. The policies and procedures contained include several types including, but not limited to, explications of matters contained in the *Faculty Handbook* and *Student Handbook*, interpretations of Federal, State, and UT-System regulations, administrative and fiscal policies, and other policies that may directly or indirectly influence the operations of Academic Affairs.

Nothing presented in the *Directory* may be construed to supplant the authority of the *Faculty Handbook*, *Student Handbook*, or Federal, State, and UT-System regulations. The policies contained within the directory should be considered to be clarifications, explanations, or illustrations of standing regulations, general interpretations of more comprehensive regulations, and general guidance regarding complex processes.

## Procedure

For all policies, the substance and the clarity of expression of the policy is more important its style. Therefore, different policies may have different editorial styles or methods of explanation that serve the purpose of the policy or guideline. In general, each policy will include the following sections:

- 1) Purpose: A brief rationale for the policy.
- 2) Governance: Identify the general authority that the policy follows. Authorities may include, but are not limited to, such groups as the Faculty Senate, Federal or State law or regulations, UT-System policy, and Academic Administration policy.
- 3) Policy: Presentation of the rules, interpretations of rules, procedures, or other information that will help employees of Academic Affairs understand specific policies and protocols for action.
- 4) History: Each policy should indicate the authority that approved the policy, its date of implementation, and dates for subsequent review.

## Development/Approval of a Policy

Any member of the UTC faculty or staff may propose a new policy or a revision to an existing policy by sending a written recommendation to the president of the Faculty Senate or to the provost.

As a generality, policies that derive from the *Faculty Handbook* or are the purview of a standing committee of the Faculty Senate should be directed to the president of the Faculty Senate. Other matters should be directed to the provost. The Faculty Senate president and the provost may confer to review policy recommendations to ensure agreement regarding the appropriate governance of the policy recommendation.

Policy recommendations directed to the Faculty Senate may be reviewed in a manner deemed appropriate by the president of the Faculty Senate in consultation with the Executive board of the Senate.

Policy recommendations directed to the provost may be reviewed and approved in a manner deemed appropriate by the provost in consultation with the Deans Council.

During the review process the president of the Faculty Senate and provost should consult each other concerning the nature of the proposed policy. As necessary, the policy should be reviewed by legal council, state auditor, or others whose expertise will ensure that the recommended policy that does not conflict with various laws and regulations that govern the University. As deemed necessary, drafts of the policy may be shared with the campus community for comment.

All final policy recommendations are advisory to the Chancellor of the University who may elect to accept or reject a policy in consultation with the Vice Chancellors and others from whom the Chancellor wishes to seek council.

Once approved, the policy will be announced to the campus community and inserted in the directory. Unless otherwise stipulated, the policy will be implemented immediately upon approval.

Approved 4/8/2008

