

**Policy Name:** Procedure for Approving Policies and Procedures at the University of North Texas Health Science Center  
**Policy Date:** August 4, 2006  
**Revision/Review Date:** October 3, 2007  
**Initiating Department:** Office of Strategy and Measurement  
**Policy Number:** 18.0  
**Application:** Faculty, Staff and Students  
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## **1. Purpose of the Policy**

The purpose of this policy is to set out the approval process for establishing new and revising existing University of North Texas Health Science Center (UNTHSC) policies and procedures. The approval process set out in this policy is to ensure that all new and revised policies and procedures are tracked, processed and recorded properly.

## **2. Establishing New or Revised Policies**

- 2.1. Operating departments and divisions shall approve policies and procedures that affect only that operating unit. The administrator to whom the department or division reports shall review the policy or procedure to ensure conformity with state and federal statutes, UNTHSC policy and UNT System policy and submit to UNTHSC Office of Legal Affairs for review. A copy shall be filed in the respective administrator's office.
- 2.2. Policies and procedures affecting several, but not all, units within a larger division (for example, several departments of a school) shall be approved through normal administrative channels similar to Section 2.1. The administrator to whom the department or division reports shall review the policy or procedure to ensure conformity with state and federal statutes, UNTHSC policy and UNT System policy and submit to UNTHSC Office of Legal Affairs for review. A copy shall be filed in the respective administrator's office.
- 2.3. Policies and procedures affecting or effected by UNT System policies or affecting all, or virtually all, units in UNTHSC divisions or schools, e.g., Academic Affairs, Finance and Administration, Student Affairs, College of Medicine, Graduate School, UNT Health, Purchasing, Property Control, etc., shall be forwarded by the initiating unit through administrative channels to the appropriate vice president or dean for approval. The vice president or dean shall determine if the policy or procedure should be reviewed by other vice presidents/deans or reviewed as an institutional policy or reviewed as affecting or effected by UNT System policy by the appropriate Vice Chancellor. The vice president or dean shall review the policy or procedure to ensure conformity with state and federal statutes, UNTHSC policy and UNT System policy and submit to UNTHSC Office of Legal Affairs for review. Copies of division/school policies and procedures shall be filed with the appropriate vice president/dean and a copy of the policy and/or procedure should be forwarded to the Office of Strategy and Measurement for cataloging purposes.

- 2.4. Policies and procedures affecting or effected by UNT System policies or with university-wide implications shall be processed by the initiating unit through administrative channels to the appropriate vice president or dean, who shall then circulate the policy or procedure along with the UNTHSC Policy cover Sheet to the other appropriate vice presidents or deans and Office of Legal Affairs for conformity with state and federal statutes, UNTHSC policy and UNT System policy. Reviewed policies should be presented to the Executive Team for approval. Approved policies should be forwarded to the Office of Strategy and Measurement along with a copy of the completed UNTHSC Policy Cover Sheet. The Office of Strategy and Measurement shall assign an appropriate policy number, post and distribute the policy or procedure.
- 2.5. Policy revisions initiated by the Faculty shall be forwarded to the President through the Executive Vice President for Academic Affairs and Research to decide whether the revision should be submitted to the Board of Regents for review. Copies of approved faculty policies should be forwarded to the Office of Strategy and Measurement for cataloging purposes.
- 2.6. Policies and procedures affecting or effected by UNT System policies or with university-wide implications that require Board of Regents approval shall be sent to the Board by the President either separately or as part of the annual approval of the UNTHSC Policy Manual. The President may adopt or revise a policy or procedure on an interim basis and present it to the Board of Regents separately or during annual policy review if not a substantive matter. The new or revised policy or procedure shall be in effect pending approval by the Board.

### 3. Monitoring Responsibility

- 3.1. The Office of Strategy and Measurement shall maintain the official copy of the UNTHSC Policy Manual and shall oversee the maintenance of the web site where policies and procedures are published. Policies with university-wide implications shall be published in the UNTHSC Policy Manual and made available on the UNTHSC website.
- 3.2. Policies published in the UNTHSC Policy Manual must be reviewed at least once every four years and revised as appropriate. As policies are reviewed, the Revision/Review Date in the policy header should be updated to reflect the date of the latest review.
- 3.3. Superseded policies must be retained locally for a period of 3 years, after which time they must be transferred to agency archives for storage.