

Policies of the UNT at Dallas College of Law	Chapter 07
07.101 Policy Development, Adoption, Revision, and Deletion	Rule and Policy Development

Policy Statement. Policies adopted by the University of North Texas at Dallas College of Law (College of Law) will reflect the mission and vision of the law school, complement those of the University of North Texas at Dallas, and comply with applicable state and federal laws, UNT System Regulations, and Regents Rules. Policies may be modified or deleted at any time at the sole discretion of the Dean of the law school and no policy shall create a contract, express, or implied with any individual or organization. In the event a policy conflicts with a System Regulation or Regents Rule, the Regulation or Regents Rule shall govern.

Application of Policy. This policy applies to all policies of the College of Law.

Definitions.

1. **Regulation.** An overall plan related to a particular UNT System goal, activity, or procedure that applies to the entire UNT System, including the College of Law.
2. **Policy Routing and Approval Form.** Official form used to obtain approval of the Dean of the College of Law for adoption, revision or deletion of a policy. Recommendations for approval or non-approval and any related comments are indicated on the form as the policy, revision, or deletion is submitted to each appropriate UNT System Administrator.
3. **Requesting Officer.** College of Law official who initiates the process to adopt, revise, or delete a policy.

Procedures and Responsibilities.

1. **Policy Style and Format.** Policies will adhere to the UNT System Policy Style Manual.
2. **Initiating a New Policy, Revision, or Deletion of an Existing Policy for Review.**
 - a. The Requesting Officer is responsible for drafting the proposed policy, revision, or reason for deletion of an existing policy. The Requesting Officer also will ensure that the draft complements UNT Dallas policies, to the extent possible; is consistent with Regents Rules, System Regulations and other College of Law policies; has been coordinated with the appropriate College of Law and UNT Dallas officials; achieves its intended operational or administrative purpose; answers all substantive questions that reasonably relate to the subject of the policy; adequately explains any decision-making

process required by the policy; and complies with the UNT System Policy Style Manual.

- b. The Requesting Officer will prepare a Policy Routing and Approval Form and indicate whether the policy, revision, or deletion will: (1) have a financial impact on the College of Law or the UNT System; and (2) require an additional policy or revision to an existing policy. If the policy, revision, or deletion will have such an impact, the Requesting Officer will explain the impact and describe a plan to address any changes that will be needed. The Requesting Officer will submit the Policy Routing and Approval Form and the draft policy, revision, or explanation for deletion to the responsible Associate Dean.
- c. The responsible Associate Dean is responsible for routing the policy, revision or deletion through the review process and ensure the Policy Routing and Approval Form is completed in full.

Responsible Party: Requesting Officer and Responsible Associate Dean

3. Review by Associate Dean.

- a. The responsible Associate Dean of the College of Law will forward the policy, revision, or deletion to the Faculty of the College of Law, for review of the policy, revision, or deletion. If two-thirds of the faculty request a meeting to consider the policy, revision, or deletion, the Associate Dean shall convene a meeting to discuss the policy, revision, or deletion.
- b. The responsible Associate Dean of the College of Law will review the policy, revision, or deletion to ensure that it complements UNT Dallas policies to the extent possible, and is consistent with relevant federal and state law, Regents Rules, System Regulations and other College of Law policies. The Associate Dean will verify the Requesting Officer's assessment regarding whether the policy, revision, or deletion: (1) has a financial impact on the College of Law or the UNT System; and (2) requires an additional policy, or revision to an existing policy.
- c. If the Associate Dean does not recommend approval, the policy will be returned to the Requesting Officer for additional information, redrafting, or reconsideration in the case of deletion of a policy.
- d. If the Associate Dean recommends approval, the Associate Dean will submit the policy, revision, or deletion to the Office of General Counsel for legal review before the policy is submitted to the Dean of the College of Law for approval.

- e. The Associate Dean is responsible for submitting the policy to the Dean of the College of Law for approval.

Responsible Party: Responsible Associate Dean

4. Review by the Office of General Counsel. The Office of General Counsel will review the proposed policy, revision, or deletion for compliance with federal and state law, Regents Rules, and System Regulations. The Office of General Counsel will note its opinion as to legal sufficiency on the Policy Routing and Approval Form and forward it to the responsible Associate Dean. If the Office of General Counsel determines that the policy, revision, or deletion is not legally sufficient, the Office of General Counsel will return it to the appropriate Associate Dean with comments explaining why the policy is not legally sufficient.

Responsible Party: Office of General Counsel

5. Action by the Dean of the College of Law. If the Dean determines that the policy, revision, or deletion should be adopted, the Dean will sign and date the Policy Routing and Approval Form. The Dean is responsible for determining which proposed policies must be forwarded to the Board of Regents for approval.

Responsible Party: Dean

6. Publishing Policy. The Office of the Dean is responsible for publishing the new or revised policy on and removing deleted policies from the UNT System webpage. The Office of the Dean will maintain the official archive of all Policy Routing and Approval Forms.

Responsible Party: Office of the Dean

References and Cross-references.

University of North Texas System Policy Style Manual

Forms and Tools.

UNT Dallas College of Law Policy Routing and Approval Form

Approved: 08/12/2014

Effective: 08/12/14

Revised:

UNT Dallas College of Law Policy Routing and Approval Form

INSTRUCTIONS: Please attach the proposed new policy, revision, or deletion, to this completed form and route to the appropriate office for approval.

SUBMISSION FOR REVIEW

Date Submitted: _____

Date Needed By: _____

Policy Title: _____

Policy Number: _____

New Revision Deletion

Requesting College of Law Officer: _____

Does this policy have a financial impact on the College of Law or the UNT System? If so, explain:

Will the adoption of this policy require an additional policy or an amendment to an existing policy? If so, explain:

REVIEW BY ASSOCIATE DEAN OF THE COLLEGE OF LAW

Date Forwarded to Faculty: _____

Date Reviewed: _____

Approval: Approved Not Approved

Comments _____

Reviewer's Signature: _____

APPROVAL BY OFFICE OF GENERAL COUNSEL

Approval by the Office of General Counsel indicates that the policy does not contain legally prohibited provisions, meets all legal requirements, and is not otherwise objectionable on legal, as opposed to business or administrative grounds.

Is Board Approval Required: No Yes – If yes, copy of signed Board Order must be attached.

Approved Not Approved

Signature: _____ Date: _____

Forwarded to _____ Date: _____

ACTION BY DEAN

Adopted Rejected

Signature: _____

Date: _____