

The University of North Texas at Dallas Policy Manual	Chapter 2.000
2.001 Process for Policy Development, Adoption, and Revision	Rule and Policy Development

Policy Statement. The University of North Texas at Dallas will develop, adopt, and revise policies that reflect its academic mission and vision in accordance with applicable federal and state laws, UNT System Regulations and Regents Rules. Procedures developed for this purpose will be clear and efficient, and all policies will follow the UNT System Policy Style Manual. Policies and procedures may be changed or modified at any time at the sole discretion of the University, and no policy will 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 newly created and revised policies and procedures adopted by UNT Dallas and all faculty and student handbooks.

Definitions.

1. **Regulation.** An overall plan related to a particular UNT System goal, activity, or procedure that applies to the entire UNT System.
2. **Policy Routing and Approval Form.** Official form used to obtain approval of the President 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 reviewing official.

Procedures and Responsibilities.

All proposed policies, policy revisions, and handbooks will adhere to the process set forth below. All policies must be in the standard template and should be formatted in accordance with the UNT System Policy Style Manual.

All proposed policies and related procedures, regardless of origination, will be reviewed by the UNT Dallas Policy Committee (The Policy Committee). The Policy Committee will consist of the Associate Provost for Institutional Effectiveness and two faculty or staff members appointed by the Provost. The Associate Provost for Institutional Effectiveness will serve as the chair of the committee.

Responsible Party: Associate Provost for Institutional Effectiveness

The Policy Committee will review policies and procedures for conformity with state and federal laws, Regents Rules, UNT System Regulations, and other UNT Dallas policies or procedures.

The Policy Committee will note its recommendation for approval or non-approval of a policy adoption or revision in writing on a Policy Routing and Approval Form developed for this purpose. The proposed policy or policy revision will be forwarded to the Provost for approval if the policy involves academic or student affairs; all other policies or policy revisions will be forwarded to the Vice President for Finance and Administration for approval.

Responsible Party: UNT Dallas Policy Committee

Upon approval, the Provost or Vice President for Finance and Administration will forward the proposed policy or policy revision to the Director of Human Resources for review of any human resources implications. The Director of Human Resources will then forward the proposed policy or policy revision to the President for approval. Once approved by the President, the proposed policy or policy revision will be forwarded to the UNT System Office of General Counsel for review.

Responsible Party: Provost, VP for Finance and Administration, Human Resources Director, Office of the President

The Office of General Counsel will review the proposed policy or policy revision for compliance with federal and state law Regents Rules, and UNT System Regulations. The Office of General Counsel will note its opinion as to legal sufficiency on the Policy Routing and Approval Form and return the proposed policy or policy revision to the President for adoption.

Responsible Party: Office of General Counsel

The President will not adopt any policy or policy revision that has not been reviewed for legal sufficiency and approved by the Office of General Counsel. If adopted, the Office of the President will forward the policy or policy revision to the chair of the Policy Committee for publication on the UNT Dallas webpage. The Office of Institutional Effectiveness will maintain the official archive of all Policy Routing and Approval Forms.

Responsible Party: President, UNT Dallas Policy Committee, Office of Institutional Effectiveness

References and Cross-references. UNT System Board of Regents Rules 02.200, 02.203, 02.206

Forms and Tools. Attachment, UNT Dallas Policy Routing and Approval Form.

Approved: 8/30/2010

Effective: 9/1/2010

Revised: 4/2/14

UNT Dallas Policy Routing & Approval Form

Policy Change

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

GENERAL		DATE NEEDED BY:	
Policy Title: _____		Policy Number: _____	Date Submitted: _____
<input type="checkbox"/> New	<input type="checkbox"/> Revision	<input type="checkbox"/> Deletion	<input type="checkbox"/> Procedure
			Desired Effective Date: _____
Requesting University Officer: Requesting Department: _____ Contact Person: _____ E-Mail: _____ Contact Information: Phone: _____ Fax: _____			
Policy Proponent/Owner (<i>Responsible for administering the policy</i>): _____ Contact Information: Phone: _____ Fax: _____ <input type="checkbox"/> Forwarded to _____, Member of Policy Committee Date: _____			

APPROVAL BY UNT DALLAS POLICY COMMITTEE			
Policy Committee Members	Date Reviewed	Approval	Reviewer's Signature
H.D. Stearman Thad Anglin Brenda Robertson		<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> More information needed	
Comments _____ _____ _____			
<input type="checkbox"/> Forwarded to _____,			Date: _____

APPROVAL BY PROVOST (policies pertaining to academic affairs or student affairs)			
Date Reviewed	Approval	Comments	Reviewer's Signature
_____	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> More information needed		_____
Comments _____ _____			
<input type="checkbox"/> Forwarded to Additional Reviewer _____, by _____			Date: _____
or <input type="checkbox"/> Forwarded to Human Resources by _____			Date: _____

APPROVAL BY VICE PRESIDENT FOR FINANCE AND ADMINISTRATION (policies not pertaining to academic affairs or student affairs)

Date Reviewed	Approval	Comments	Reviewer's Signature
_____	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> More information needed	_____	_____

Comments _____

Forwarded to Additional Reviewer _____, by _____ Date: _____

or

Forwarded to Human Resources by _____ Date: _____

REVIEW BY HUMAN RESOURCES

Date Reviewed	Comments	Reviewer's Signature
_____	_____	_____

Forwarded to President by _____ Date: _____

PRESIDENT

- Approved
- Not Approved

Signature: _____ Date: _____

Comments _____

Forwarded to Office of General Counsel by _____ Date: _____

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: _____

PRESIDENT

- Adopted
- Rejected

Signature: _____ Date: _____