

Policies of the University of North Texas	Chapter 2
02.001 Policy on Policies	Rule and Policy Development

Policy Statement. University of North Texas policies shall reflect the University’s academic mission and vision and comply with federal and state laws, Regents Rules and System Regulations. Procedures developed to implement University policies shall be clear and efficient, and all policies and procedures will comply with the UNT System Style Guide. Policies and procedures may be revised or deleted at any time, at the sole discretion of the University, to achieve these objectives.

Application of Policy.

This policy applies to all existing, revised, or newly created policies and procedures adopted by UNT.

Definitions.

1. **Policy.** Any governing principle that mandates or set limits within which members of the university community are expected to operate; has broad application across the University; derives from the authority of Regents Rules or ensures compliance with applicable laws and regulations; supports UNT’s mission and goals; promotes consistency, efficiency, and effectiveness; and/or reduces institutional risk.
2. **Policy Owners.** The policy owner is the appropriate University officer (president, vice president) whose jurisdiction covers the subject matter of the policy.
3. **Policy Contact.** The subject matter expert designated by the policy owner to be the first point of contact to answer policy questions and assist in policy interpretation.
4. **Policy Advisory Group.** A standing committee of UNT employees authorized by the President to work in partnership with policy owners to review policy issues and policy drafts.
5. **Regents Rule.** Regents Rules generally relate to the System as a whole and establish fundamental principles as a basis and guide for later action. The intent of Regents Rules is to affect the actions of the institutions and employees.
6. **System Regulation.** System regulations are policies adopted by the UNT System Chancellor and apply to the System as a whole.

1. University Policy Principles.

The policies adopted by the President of the University of North Texas apply only to the University of North Texas. These policies are adopted pursuant to authority delegated to the President by the UNT System Board of Regents, subject to the approval of the UNT System Office of General Counsel and the requirements of the Regents Rules. Only those policies approved by the President are the official policies of the University.

- i. Contract Disclaimer. No provision in any University policy shall create a contract, expressed or implied, with any individual or organization (Regents Rule 02.204).
- ii. Legal Review. In order to ensure that all policies are consistent and comply with applicable laws and System Regents Rules, all University policies considered for adoption or amendment must be approved by the UNT System Office of General Counsel prior to adoption or amendment (Regents Rule 02.206).
- iii. Conflicts. If a System Regulation or a provision of a System Regulation is found to be in conflict with a University policy, the System Regulation takes precedence. If a provision of a University policy is found to be in conflict with a Regent Rule, System Regulation or federal or state law, the invalid provision shall be construed in a manner that gives force and effect, to the extent possible, to all other provisions in the policy. If any invalid provision cannot be construed to render it valid, that provision shall be construed as narrowly as possible and be severed from the policy.

2. Policy Development.

University policies are created following a defined policy process culminating in approval by the President for adoption. Policies approved by the President will be published in the UNT policy manual.

Policy owners are responsible for determining whether a policy, as written or amended:

- i. Is consistent with and not duplicative of other campus policies;
- ii. Is consistent with the Regents Rules and System Regulations;
- iii. Satisfies accrediting bodies and external industry/professional association requirements, as applicable;
- iv. Is sufficiently clear so that substantive questions concerning execution of or compliance with the policy can be answered;
- v. Provides the guidance necessary to achieve the policy objective(s); and
- vi. Clearly explains any decision-making processes required by the policy.

3. Deletion of a Policy.

When a policy is being considered for deletion, the policy owner is responsible for ensuring:

- i. the deleted policy is not required by Regents Rules or System Regulation; and
- ii. the subject matter is adequately addressed in a new or existing policy.

4. University Policy Office.

The University Policy Office staff work with policy owners and members of the Policy Advisory Group (PAG) to facilitate proposed administrative/operational policy amendments through the review process.

5. Policy Advisory Group.

PAG responsibilities include:

- i. obtaining input from stakeholders, consistent with shared governance practices;
- ii. reviewing and making recommendations to draft policies presented by responsible offices, so that these documents, as written, achieve practicality and consistency within UNT's policy process; and
- iii. agreeing on finalized, full policy drafts to be forwarded to the Office of General Counsel for legal sufficiency review and approval.

Policies originated by the President may be exempted from PAG review.

Responsible Party: Policy Owners, University Policy Office, PAG

6. Legal Sufficiency Review.

The purpose of the legal review is to analyze policies to determine consistency with applicable law, identify and address legal risks, and improve legal defensibility. Legal review is responsible for:

- i. analyzing the policy (and any procedures contained therein) to determine compliance with federal and state constitutional and statutory law, regulations, attorney general opinions, executive orders, Regents Rules, and System Regulations;
- ii. identifying potential legal risks that might arise from the use of a particular word, term, or phrase, from the way the policy is structured, or from any procedures contained in or missing from the policy; and

- iii. recommending changes that address noted legal deficiencies.

The UNT System Office of General Counsel will inform the Policy Office if a policy or a provision of a policy is determined to be legally insufficient and recommend language that brings the policy into compliance with laws, Regents Rules or System Regulations.

Responsible Party: UNT System Office of General Counsel

7. Charters and Bylaws.

According to Regents Rule 06.104, Operational Bylaws, only the Faculty Senate is required to adopt and publish bylaws governing its operation. These bylaws and all amendments shall take effect when approved by the President.

The organizational bylaws, charters, or constitutions of all other committees or organizations are not university policy and are exempt from the policy approval process.

8. Periodic Policy Review and Maintenance of Policy Manual.

University policies shall be reviewed at least once every six years and revised as appropriate. More frequent review may be initiated by policy owners.

The University Policy Office shall maintain the official copy of all institutional policies and shall maintain the web site where policies are published (<https://policy.unt.edu>).

Responsible Party: Vice President for Finance and Administration, University Policy Office, and/or office designated by the University President.

References and Cross-references.

[Regents Rule 02.200, System, System Administration, and Institution Policy Development](#)
[Regents Rule 06.100, Shared Governance](#)

Forms and Tools.

[OGC Legal Sufficiency Review Guide](#)
[UNT Policy Style Guide](#)
[Administrative Policy Planning Worksheet](#)
[Policy Template](#)

Approved: 4/1/1983

Effective: 6/20/2014

Revised: 8/2002; 6/2014