

01.500 Process for Policy Adoption and Revision

The policy adoption and revision process for the University of North Texas System (UNT System) is designed to allow for flexibility, to develop a process that is user friendly, and to implement an effective and efficient process for policy development and review.

The UNT System Vice Chancellor for Administrative Services shall be responsible for managing the process of creating or revising and adopting system policies and for distributing them to component institutions, system officials, and other appropriate offices (individuals).

The University of North Texas (UNT) and University of North Texas Health Science Center at Fort Worth (UNTHSC-FW) shall maintain separate policy manuals.

- I. The development of new or revised policies for subsequent editions of the System Policy Manual (SPM) will result either from:
 - A. Direction by the Board of Regents to the Chancellor, or
 - B. The initiative of the Chancellor or a System administrator in response to state, local, federal laws/mandates or changing circumstances and subject to ultimate approval by the Board of Regents.
 - C. The recommendation of a system component, submitted through the Vice Chancellor for Administrative Services to the Chancellor for review and possible submission to the Board of Regents for approval, after coordination with the other system components.
 - D. The Chancellor may adopt a new policy on an interim basis and present it to the Board of Regents separately or during the annual policy review if it is not a substantive matter. The new policy shall be in effect pending approval by the Board.
- II. Revisions of System policies for inclusion in SPM may result from:
 - A. Direction by the Board of Regents at anytime (but normally, once a year as part of their usual review at their August meetings).
 - B. The initiative of the Chancellor or a system administrator in response to new or changed federal/state/local laws/mandates, and subject to ultimate approval by the Board of Regents.
 - C. The recommendation of a system component submitted throughout the Vice Chancellor for Administrative Services to the Chancellor for review and possible

submission to the Board of Regents for review, after coordination with the other system components.

- D. All policies at the System and the individual institutions must be reviewed every four years. Each institution is responsible for carrying out its own internal review processes.
- E. The Chancellor may revise an existing policy on an interim basis and present it to the Board of Regents separately, if a substantive matter, or during the annual policy review. The amended policy shall be in effect pending approval by the Board.

III. General procedures to be followed in the policy adoption and review process are:

- A. Proposed policies shall be sent to the Vice Chancellor for Administrative Services for recording prior to sending them out for formal review as explained below. When proposed policies directly affect the institutions, they then shall be sent to the presidents of the component institutions for comments. Each component institution will implement its own internal review.
- B. When policies that apply exclusively to the staff or the internal operations of the UNT System are created or revised, the Chancellor may send the proposed policies to the presidents of the component institutions for comment.
- C. If there is disagreement among the presidents on proposed policies or changes to existing policies, the Chancellor may ask the Vice Chancellor for Administrative Services to facilitate a discussion to help reach consensus on the new or revised policy. If consensus cannot be reached, recommendations from the component institutions will be forwarded to the Chancellor who will make the final decision.
- D. The Vice Chancellor for Administrative Services will examine all new policies and revised System policies for potential inconsistencies with other system policies or other institutions' policies.
- E. Policies will be reviewed by the Vice Chancellor and General Counsel for legal sufficiency before they are formally accepted and placed in the SPM.
- F. The Chancellor will be responsible for determining which proposed policies shall be forwarded to the Board of Regents for approval.