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| 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, Regents Rules, and UNT System policies. Procedures developed for this purpose will be clear and efficient, and all policies will follow the UNT System Style Guide. 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. Regents Rules and System policies will take precedence over UNT Dallas policies in the event of a conflict.

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.

Procedures and Responsibilities.

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 Assistant Vice President for Accreditation, Planning, and Policy and two faculty or staff members appointed by the Provost. The Assistant Vice President for Accreditation, Planning, and Policy will serve as the chair of the committee.

All proposed policies, policy revisions, and handbooks will adhere to the process set forth below.

The Policy Committee will review policies and procedures for conformity with state and federal laws, Regents Rules, UNT System policies, 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 routing form developed for this purpose. The proposed policy or policy revision will be forwarded to the Provost for approval if the policy involves academic affairs; all other policies or policy revisions will be forwarded to the Vice President for Finance and Administration for approval.

Upon approval, the Provost or Vice President for Finance and Administration will 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.

The Office of General Counsel will review the proposed policy or policy revision for compliance with federal and state law and Regents Rules. The Office of General Counsel will note its opinion as to legal sufficiency on the policy routing form and return the proposed policy or policy revision to the President for adoption.

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.

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

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

Approved: 8/30/2010

Effective: 9/1/2010

Revised: 2/13/2014 7/24/17

APPROVAL BY VICE PRESIDENT FOR FINANCE AND ADMINISTRATION (policies not pertaining to academic 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: _____

COMMENTS BY ADDITIONAL REVIEWER

| Date Reviewed | Comments | Reviewer's Signature |
|---------------|----------|----------------------|
| _____ | | _____ |

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: _____