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

<u>Policy Statement</u>. 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.

<u>Application of Policy</u>. 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

UNT Dallas Policy Routing & Approval Form

Policy Change

<u>INSTRUCTIONS</u>: 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.

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Policy Title:			Policy Number:	Date Submitted:	
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Policy Proponent/Ow	ıner (Respo	ensible for administe	ering the policy) :		
Contact Information:	Phone:		Fax	E	
☐ Forwarded to			_, Member of Policy Commit	ttee Date:	
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Policy Committee N	Members	Date Reviewed	Approval	Reviewer's Signature	
H.D. Stearman			☐ Approved		
Marco Shappeck			☐ Not Approved		
Brenda Robertson			☐ More information		
Melinda Schlager			needed		
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Comments					
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Board Approval Req	uired: 🗆 No 🗆	Yes – If yes copy of signed Boar	rd Order must be attached.
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