Topic: The University of Alabama Policy Development and Management Policy	
Executive Administrator: Academic Affairs	Responsible Office: Office of the Provost
Effective Date: 9/21/2016	Supersedes and Revises: Policy on Policy Development and Management, effective 2/3/2014

PURPOSE:

The Policy Development and Management Policy (the Policy) establishes the institutional standard for developing, approving, and managing University Policies.

POLICY STATEMENT:

University Policies shall be developed, approved, and managed in accordance with this Policy in order to promote consistency, clarity, and relevancy.

SCOPE:

This Policy applies to the development, approval, and management of all University policies, and to any University employee who undertakes such actions.

AUDIENCE:

This policy applies to any University employee who develops reviews, approves, manages, or otherwise engages in the creation and promulgation of University Policy.

DEFINITIONS:

Executive Administrators—The Vice Presidents for Academic Affairs, Student Affairs, Financial Affairs, University Advancement, Research and Economic Development, Community Affairs, Strategic Communications, and the Director of Intercollegiate Athletics.

Policy—A policy documents a set of principles, standards and/or rules that serve to guide group and/or individual conduct.

Policy Advisory Review Committee—The Policy Advisory Review Committee (PARC) is a presidential advisory committee that assists with policy review and advising. Membership will include the Policy Managers, with a representative from the Office of Counsel serving in an advisory role. Other individuals may be added to the PARC based upon recommendations to the President by an Executive Administrator. The PARC may also consult with individuals or groups both within and external to the University as it deems necessary to fulfill its role. The PARC's role is to ensure that each policy is written clearly, is in the approved format, and does not conflict with other University Policy. The PARC will advise and make recommendations to the President and the Executive Administrators regarding University Policy. To ensure timely reviews, the PARC shall meet as needed.

Policy Manager—It is the responsibility of each Executive Administrator to designate at least one Policy Manager from their area. The Policy Manager (1) serves as the primary contact for University Policies within their respective Responsible Office, 2) acts as the liaison to the staff of their Responsible Office regarding the process for creating and revising policies, 3) ensures proposed

policies or revisions are routed for appropriate review and approvals, 4) serves on the PARC, and 5) submits policies for inclusion in the University's Policy System.

Policy Development and Management System—The Policy Development and Management System (the Policy System) serves as a central repository for University Policies. Optionally, the Policy System may support or serve as a conduit to all University office, division, unit, department, and/or college policies.

Responsible Office—Responsible Office is the specific Administrative Office/Division/Unit that is responsible for creating, revising, interpreting, and monitoring the University Policy and its related operational procedures.

University Policy—A University Policy is a policy that applies to the University as a whole, having broad applicability beyond the internal operating procedures of a single office, college, department or division. University Policies shall ensure coordinated compliance with applicable laws, Board rules/policies, and regulations, and should promote operational efficiencies, enhance the University's mission, be enforceable, and/or reduce institutional risk.

DEVELOPMENT, APPROVAL, AND MANAGEMENT OF UNIVERSITY POLICY:

Except as otherwise outlined herein, all University Policies must be assigned to a Responsible Office. The Executive Administrator for the Responsible Office must approve the University Policy in order for it to be submitted for consideration by the PARC. The PARC must review the University Policy to, among other things, ensure that it is written clearly and does not conflict with other University Policy. The Policy Manager must ensure the University Policy has been appropriately reviewed by the PARC before submitting it to the President and the Executive Administrators, and, if required, the Board of Trustees for approval. Once these approvals have been obtained, the Policy Manager must submit the University Policy for inclusion in the Policy System. At the conclusion of this process, the Responsible Office may implement the University Policy.

REVISION OF POLICIES:

Substantive revisions to University Policy should undergo the same process as set forth herein. Minor, non-substantive revisions, specifically those revisions that do not affect the scope or intent of the original University Policy, may be made by the Vice President of the Responsible Office at his/her discretion.

OFFICE/COLLEGE/DEPARTMENTAL/DIVISIONAL POLICIES:

Each Executive Administrator should develop a process within their administrative office/division/unit to address development, approval, and management of policies that only apply to a specific office, college, department, or division within their administrative office/division/unit in a manner consistent with this Policy.

CONFLICTS:

Official University Policies are maintained in the Policy System and shall supersede any and all versions located elsewhere. Further, in the event of a conflict between a University Policy and any departmental, college, division, or unit policy, the University Policy shall prevail and govern.

LINKING TO UNIVERSITY POLICIES:

A University Policy should never be copied and posted to another site including sites on the University's www.ua.edu domain. Instead, a link should be provided to the general Policy System or the specific policy maintained in the Policy System.

IMMEDIATE ACTION:

It is recognized that circumstances may dictate immediate action on the part of the University. Consequently, the University maintains the authority to implement required policy outside of this approved process. Examples include, but are not limited to, matters pertinent to timely compliance with regulatory or legal mandates or that impact the safety and/or preservation of the campus community and its grounds. Should such circumstances warrant immediate implementation of a policy, the matter will be addressed directly by the President or the appropriate Executive Administrator. Any University Policy enacted under such circumstances will be routed back through the approved process for review and may be amended at a later date, subject to the approval of the President and the Executive Administrators.

EFFECT OF POLICIES:

University Policies do not create a contract or quasi-contract between the University or any University employee and any individual that may be affected by a University Policy. University Policies do not have the force and effect of law. University Policies are not intended to limit the appropriate discretion of University officials as warranted by the individual circumstances of a particular student or situation.