

Policy Development & Format

Original Implementation: July 16, 2013

Last Revision: July 26, 2016

A. POLICY FORMAT

Each policy will have a title that is concise but descriptive.

Each policy is indexed with a numeric indicator which indicates the position of the entry within the policy manual. Each policy contains two sets of numbers separated by a period. The number preceding the period refers to the subject area and the number following the period identifies the sequentially numbered policy within that subject area. The index number will be noted in the footer.

Each policy will have the following captions, defined as follows:

- **Original Implementation:** All new policies must be approved by the board of regents. The caption specifies the date of original approval of the policy by the board of regents. If the date of original implementation could not be determined accurately, Unpublished is substituted.
- **Last Revision:** All revisions to policies must be approved by the board of regents. This caption indicates the latest date that the policy was approved by the board of regents; the text of the policy is the latest revision, as of this date.
- **Cross Reference:** These consist of other policies or statutory references that may have a direct impact upon the policy.
- **Responsible for Implementation:** This caption indicates the position title of the senior university administrator who has been delegated by the board of regents and/or the president with the responsibility of administering this policy. This caption should state either the president or the vice president(s) to whom the president has delegated this responsibility. If the policy is a university-wide policy, the responsible office listed is president; if the policy affects or is administered by a division of the university, the vice president of the division is listed.
- **Contact for Revision:** This caption lists the position title of the university employee who directly administers the policy on a day-to-day basis and/or has been assigned the responsibility for revision of the policy. In some cases, there are multiple employees listed as responsible for revision and each must collaborate in the revision to coordinate changes that will impact more than one university division.
- **Forms:** Forms necessary to implement the policy are listed by title, followed by a parenthetical reference which indicates where the form may be obtained.
- **Board Committee Assignment:** This caption indicates which committee of the Board

of Regents is responsible for initial review and recommendation for approval by the board.

Each policy will have a footer containing the page number, title and index number of the policy.

Policies will be styled consistent with the most recent version of the *Associated Press Stylebook*.

The general counsel may modify policies to revise contact information or as necessary to ensure compliance with this section. Additionally, the general counsel may modify the structure and format of the policy manual as needed to increase its usability and effectiveness.

B. PROCESS FOR PROPOSAL OR REVISION OF POLICIES

Policies may be revised by the Board of Regents at any time it becomes necessary or advisable. At a minimum, policies are to be reviewed every three years, with the exception of the following policies which require annual review:

- 2.13 Sexual Misconduct
- 3.20 Investments – Endowment Funds
- 3.21 Investments
- 10.4 Student Conduct Code
- 13.14 Parking and Traffic Regulations

The employee listed as contact for revision in each policy is responsible for initiating the review process and submitting the suggested policy changes through administrative channels to the president or to the vice president of the appropriate university division. In the academic affairs division, policy revisions should be submitted to the provost/vice president through a policy review committee.

New policies may originate from individual students, faculty or staff members, administrators, or from ad hoc or standing committees, groups, or boards; new policies must be submitted through the same process described above for policy revisions.

New or revised policies should be submitted for approval to the Office of the Board of Regents by the president, vice presidents, general counsel, or chief audit executive. The deadline for submission is approximately six weeks before each quarterly board meeting. Each submission must include a completed Policy Summary Form. The coordinator of board affairs will format the submitted policies for consistency and post online at www.sfasu.edu/regents for campus-wide review and input. Additionally, copies will be sent to the president and vice presidents. All policies are reviewed by the general counsel. Proposed policies or revisions should be submitted to the board members in the agenda book ten days before each regular board meeting.

Following approval by the Board of Regents policies are available online at www.sfasu.edu/policies. A campus-wide email will be sent to highlight policy changes after each board meeting. Each university division will brief its staff concerning changes to relevant

policies during staff meetings that follow each board meeting.

Cross Reference: None

Responsible for Implementation: President

Contact for Revision: General Counsel; Coordinator of Board Affairs

Forms: Policy Summary Form (Board of Regents Office)

Board Committee Assignment: Academic and Student Affairs