

1. Title

Policy Development and Maintenance Guide

2. Guide

Sec. 1 Authority

The U. T. System Office of Systemwide Compliance is responsible for the Policy Development Process, retention of the policies and necessary forms, and maintenance of the information held on the website. It is also responsible for this policy, and for ensuring its implementation and administration, and, when appropriate, its enforcement. The Chancellor is responsible for the final decision regarding approval or disapproval for adoption of any new policy or policy undergoing a substantial revision.

The Chancellor may exempt a new policy or substantial revision from the policy development process at any time.

Sec. 2 Policy Development Process for a New Policy or Substantial Revision.

2.1 Proposal Phase. A System Administration office or department may propose a new policy or substantial revision to an existing policy to the Board Office (contact information below) at any time with the approval by the department head and the appropriate Executive Vice Chancellor.

For an existing policy, the standard for determining if a change must be routed through the policy development process is whether the change qualifies as a substantial revision. A substantial revision means a change in the scope, application or terms of a policy that have significant impact on daily life, operations, responsibilities, procedures or expectations for one or more key communities, including students, faculty and staff.

Changes that broaden or narrow the scope of an existing policy, or that alter its substantive terms, may constitute a substantial revision if those changes otherwise satisfy the standard set out above.

Changes in the scope, application or terms of a policy that serve to lessen the impact of a policy or that reduce the existing requirements do not constitute a substantial revision.

Changes to a policy's appendices, forms or on-line tools or processes, through which the substantive terms of a policy are implemented, will not constitute a substantial revision for purposes of this definition, unless those changes have a significant impact as defined above.

2.2 Drafting Phase.

Upon approval by the department head and appropriate Executive Vice Chancellor, the responsible party (the Sponsoring Office) should contact the Systemwide Compliance Office. The Sponsoring Office drafts the policy using the Policy Template. The Systemwide Compliance Office will assist with drafting as necessary, to maintain consistency in language and tone with other policies, as well as consistency with articulated goals of the U.T. System leadership.

The Systemwide Compliance Office will determine the suitability of the policy for the System Policy Library or, alternatively, as a Regents' Rule.

The Systemwide Compliance Office will set targeted timelines for reviews, approvals and notifications and provide the policy template. The Systemwide Compliance Office will contact the Office of General Counsel for further assistance in drafting, as necessary, and will notify the responsible Executive Vice Chancellor and the Chancellor's office of the pending policy.

2.3 Approval Phase.

The Sponsoring Office will work with the Systemwide Compliance Office to obtain approval from the Office of General Counsel and the responsible department head. The Systemwide Compliance Office will review and provide comment and circulate to the executive officers and Chancellor for final approval.

2.3 Implementation and Education.

The Systemwide Compliance Office will notify parties affected by the changes and will coordinate with the Sponsoring Office and Chancellor's Office to provide appropriate education regarding the changes.

Sec. 3 Non-substantial changes to an existing policy.

If an update is needed for an existing policy due to a change in the law or other policy, or if an error is discovered, please notify the Systemwide Compliance Office. Depending upon the nature of the change, either the

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responsible department or the Systemwide Compliance Office may forward the revised policy to the appropriate executive officer and/or Chancellor for final approval.

Editorial amendments and legal updates may not necessitate further approval or notification. However, if notification is necessary, the Systemwide Compliance Office will coordinate with the responsible department and Chancellor's office regarding distribution to parties affected by the change.

Sec. 4 Periodic Review.

From time to time, a review of an existing policy may be appropriate either by the Systemwide Compliance Office or responsible department. Such review should address the legality of the policy under current law and applicable Regents' Rules, overall applicability, and legibility.

Sec. 5 Contact Information.

The contact for this Guide and the Policy Library is Phillip Dendy, Chief Compliance and Risk Officer, pdendy@utsystem.edu, (512) 499-4389.