

Policies and Procedures Process
Administrative Rules Review Committee

September 7, 2017

I. Authority for Setting Policy within Higher Education

- ✓ Legislature delegated authority to the Board of Regents, Commissioner, University Presidents, and institutional Boards of Trustees
- ✓ SUU subject to all Board of Regent Policies
- ✓ President responsible for setting policy – subject to Board of Trustee approval

II. Changes in SUU's Process

- ✓ President Wyatt's tenure began December 2013
- ✓ Changes in policy setting process made with Transparency as the key emphasis
- ✓ Rewrite of Policy 5.56, *Policy Development Authority*, approved January 2017

III. Key Policy Provisions (All SUU policies are located at: <https://help.suu.edu/policies>)

- ✓ Purpose – To allow for broad input prior to adoption of any new policy or amendment
- ✓ Authority – President is responsible for policy development – subject to Trustee approval
- ✓ Organization – Generally organized by topic or area of responsibility
- ✓ Form – Similar form to the policy structure, new words underlined, deleted words “strike-out.” All policies should include references to SUU and Regent policies, as well as Utah Stake Code
- ✓ Review – Multiple steps
 - ✓ All policies should be reviewed by any relevant University council, association, and department
 - ✓ All academic policies shall be reviewed by the Faculty Senate and the Deans Council
 - ✓ Following campus organizational review proposed policies are sent to the President's Council
 - i. Council includes broad membership from across campus organizations
 - ii. All Council meetings are public meetings with appropriate notice
 - iii. Central policy making body on campus
 - ✓ President's Council review/discussion
 - ✓ Distribution to all of campus for a minimum 21 day review
 - ✓ Feedback collected by policy owner and vice president responsible – incorporated as appropriate
 - ✓ Returns to President's Council for 2nd reading/review following comment period
 - ✓ With President's final approval forwarded to Board of Trustees for final consideration
- ✓ Corrections or Non-Substantive Changes
 - ✓ President may submit directly to President's Council for review
 - ✓ With no objections may be sent directly to Board of Trustees for final consideration
- ✓ Exigency Exception
 - ✓ Emergency type polices that need to be implemented in a shorter time
 - ✓ President has authority to immediately implement a “provisional” policy or amendment
 - i. For a period not more than 90 Days and clearly marked “temporary”
 - ii. Notice sent to campus beginning normal approval process
 - iii. Temporary policies expire at 90 days unless approved through normal process



SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 5.56
Date Approved: 05/06/05
Date Amended: 01/13/17
Reviewed w/no Changes:
Office of Responsibility: Pres
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SUBJECT: POLICY DEVELOPMENT AUTHORITY

I. PURPOSE: The purpose of this policy is to define the procedure through which University policy may be established or amended and allow for broad input from university employees prior to the adoption of any new policy or amendment of any existing policy. Any reference contained herein to proposed polices shall apply with equal force to proposed amendments to existing policies.

II. AUTHORITY TO ESTABLISH POLICY

The President's authority to develop policy for the institution, as delegated by the Utah Board of Regents, is subject to the approval of the Board of Trustees. On such matters, it is the duty of the President to prepare initiatives for response by the Board of Trustees. Except for consultation and advice as provided in Regent Policy 4.4.1 and for responsibilities specifically delegated by statute or by the Board of Regents, the actions of the Board of Trustees, as they affect institutional policies and operations, are limited to approval or disapproval of initiatives brought to them by the institutional President.

III. ORGANIZATION OF POLICIES

Policies of the University are organized by general topic or area of responsibility as follows:

- Section 1. Statutory creation of the University
- Section 2. Mission and role of the University
- Section 3. State System of Higher Education
- Section 4. Organization of the University
- Section 5. General Policies
- Section 6. Academic and Faculty Policies
- Section 7. Administrative Procedures
- Section 8. Staff and Professional Employee Policies
- Section 9. University Leave
- Section 10. Financial Operations Policies
- Section 11. Student Affairs
- Section 12. Intercollegiate Athletics
- Section 13. Councils and Committees

IV. FORM OF DRAFT PROPOSALS

Proposed polices should be drafted in a style and format similar to this policy. If a proposed policy deletes any text of existing policy the draft proposal should show all related text with the words to be deleted in "strike out" form. All new text should be underlined. The draft should include references to other SUU policies, Board of Regent policies, and Utah State Code regarding higher education



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V. REVIEW PROCEDURE

Proposed policies should be reviewed as follows:

- a. Proposed policies should be reviewed by any relevant internal university council, association, and department, such as the Deans Council, Faculty Senate, Staff Association, and Student Association. In particular, all academic policies shall be reviewed by the Faculty Senate and the Deans Council, with any proposed amendments thereto by the one body to be reviewed by the other body.
- b. After review by any relevant internal university council, association, and department, the proposed policies shall be reviewed by the President's Council.
- c. Following President's Council review, proposed policies shall be sent out to university employees through email providing for a period of general review and comment. After a general review and comment period of at least 21 days the President's Council shall again consider the policy along with the comments submitted by university employees
- d. After considering advice generated during the forgoing review process the president shall make a determination as to whether the proposed policy should be forwarded to the institution's Board of Trustees for final consideration.
- e. Except as provided above in subsection (V)(a), it is not necessary to return a proposed policy to the beginning of the review procedure if the process results in modifications to the proposal.

VI. CORRECTIONS OR NON-SUBSTANTIVE CHANGES TO APPROVED POLICIES

In the event non-substantive, editorial amendments to any existing policy are proposed, the president shall submit the proposal to the President's Council for review. If no member of the President's Council objects, the proposal may be sent directly to the institutions Board of Trustees for final consideration.

VII. EXIGENCY EXCEPTION TO PROCESS

In the event the process set forth herein would delay implementation of a new policy, or amendment to a current policy, beyond what is necessary under the exigencies understood to be present at the time, the president shall be authorized to immediately implement a new policy, or amendment to an existing policy, provisionally for a period of not more than 90 days. The policy shall be clearly marked as "temporary,"



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and notice of the provisional policy or amendment to an existing policy, shall be sent to the President's Council, Deans Council, Faculty Senate, Staff Association, Student Association, and Board of Trustees. During the 90 days within which the temporary new policy, or amendment to an existing policy, is effective, the review process set forth in section "V" shall be followed prior as a condition to final implementation of the same. Temporary policies (including revisions and suspensions) will expire at the conclusion of the 90 day period or on the effective date of a relevant policy proposal enacted through the regular approval process under this policy, whichever occurs first. If no relevant policy proposal is enacted through the regular approval process prior to the expiration date of the temporary policy, the temporary policy shall no longer be in effect and shall be removed, and the un-revised policy, if any, shall be reinstated in its previous state.

VIII. EFFECTIVE DATE AND PUBLICATION

Unless provided otherwise, all policies are effective upon adoption by the Board of Trustees and are to be published as soon as reasonably possible with the body of university policies on the University's website.

Policies and Procedures Tracking Log

Sorted by Last Modification Date

Southern Utah University

Policy #	Policy Name	Original Approval	Last Modification	Responsible Admin
2017				
5.55	Web Services	10/10/2003	8/24/2017	VP FA
5.24	Purchasing	4/13/1993	4/27/2017	VP FA
5.47	Last Week of Class And Finals Week Event Guidelines	10/15/2010	3/24/2017	VP SS
12.1	Intercollegiate Athletics - General operations guide	1/6/1997	1/17/2017	Pres
5.56	Policy Development Authority	5/6/2005	1/13/2017	Pres
11.1	Constitution of the Southern Utah University Student Association	5/3/1991	1/13/2017	VP SS
2016				
6.20	Institutional Review Board for Research on Human Subjects	12/15/1994	12/1/2016	Prov
8.2.5	Holidays	7/27/1990	12/1/2016	VP FA
11.8	Student Fee Review Committee	11/12/2004	12/1/2016	VP SS
13.31	Campus Facilities Planning Committee, Facilities Renovation & Space Allocation	8/8/2003	10/7/2016	VP FA
6.8.3	General Education Committee	5/4/2012	6/24/2016	Prov
8.2.2	Employee tax shelter programs	11/2/1990	4/29/2016	VP FA
8.2.8	Long-term disability insurance	12/13/1990	4/29/2016	VP FA
11.2	Student conduct code	12/12/1992	4/29/2016	VP SS
6.1	Faculty Evaluation, Promotion and Tenure	11/2/1990	3/24/2016	Prov
6.2	Academic Officers (Delete 6.21 & 6.23 when this one is approved)	6/17/2005	3/24/2016	Prov
6.62	Graduate Studies: Grading and Graduation Requirements	1/30/2015	3/24/2016	VP SS
5.21	Procedures for hiring new personnel	11/2/1990	2/18/2016	VP FA
6.60	Graduate Studies: Personnel and Curriculum	1/30/2015	2/18/2016	Prov
2015				
7.5	Surplus property	7/27/1990	11/17/2015	VP FA
13.18	Staff Association Constitution	9/21/1990	6/11/2015	VP FA
6.31	Academic Standards	1/28/2005	4/30/2015	Prov
5.11	Facilities Management Operations	11/2/1990	3/20/2015	VP FA
6.9	Supplemental and overload comp to Faculty & Academic Admin	6/3/1994	3/20/2015	Prov
6.9.1	Faculty & Academic Admin Consultation & External Employment	6/3/1994	3/20/2015	Prov
5.59	Animals on Campus	12/21/2010	1/30/2015	VP SS/VP FA
6.38	Faculty Hiring	10/10/2003	1/30/2015	Prov
2014				
5.6	Capital facilities community impact	7/27/1990	12/4/2014	VP FA
5.16	Institutional residence	11/27/1990	12/4/2014	VP FA
5.17	Campus Keys & Electronic Access	11/2/1990	12/4/2014	VP FA
5.49	Operating regulations for skateboards, in-line skates (roller blades), and roller skates	12/14/1995	12/4/2014	VP FA
8.2.1	Education benefits	11/2/1990	12/4/2014	VP FA
5.32	Part-Time and Temporary Student Employment	7/27/1990	8/22/2014	VP FA
6.5	Undergraduate Admissions	9/21/1990	6/12/2014	Prov
6.10	Faculty senate constitution	9/21/1990	1/31/2014	Prov
6.27	Faculty Workload	6/15/2001	1/31/2014	Prov
13.12	Faculty Senate	2/8/1991	1/31/2014	Prov
2013				
6.41	Cyclical Academic Program Reviews & Reports	6/13/2003	12/4/2013	Prov
11.9	Accommodations for Students with Disabilities	11/9/2006	12/4/2013	VP SS
11.11	Disability Related Grievances	7/10/2008	12/4/2013	VP SS
5.10	Early retirement program	11/2/1990	6/13/2013	VP FA
8.2.3	Employee ticket Discount Policy	4/19/1996	6/13/2013	VP FA
13.8	Career and Technical Education (CTE) Advisory Boards	7/27/1990	5/3/2013	Prov
6.49	Graduation Requirements	1/28/2005	3/22/2013	Prov
6.3	Internships and Individual Study	8/12/2005	2/1/2013	Prov
6.36	Course Syllabus	3/22/2002	2/1/2013	Prov