



# NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

SEC. I – POLICIES 1.0

## POLICY ON POLICIES

### UNIVERSITY POLICY

#### I. Definitions

“Administrative Policy” – a Policy which:

- (a) implements
  - (1) a federal or state legal requirement (such as the Family and Medical Leave Act),
  - (2) a policy or regulation of the University of North Carolina system (such as the tenure policy or the conflict of interest policy), or
  - (3) an A&T University Policy (such as this Policy);
- (b) affects matters of administration rather than governance, and
- (c) affects more than one Division. The Student Government Constitution shall be treated as an Administrative Policy.

“Interim Policy” – a Policy issued by the Chancellor in a situation where a University Policy must be established in a time period too brief to permit the completion of the process set out in this Policy. An Interim Policy may remain in force for up to six months from the date of issuance. The Board of Trustees shall be advised of all Interim Policies.

“Policy” – a document that:

- Contains an official, concise statement of principles and/or actions to guide the governance or administration of the University or its Units on a particular issue or subject matter;
- Supports compliance with applicable laws and regulations, promotes operational efficiencies, enhances the University’s missions, or reduces institutional risk;
- Requires certain actions or constraints and sets out specific procedures for compliance;

- Requires review and approval through an internal process prior to adoption or revision by the Board of Trustees, Chancellor, or other designated officers of A&T, as described in this Policy.

“Procedure” – a written statement that provides for an implementation of established Policies through specific, prescribed actions or constraints and are often more detailed than a Policy.

“Unit” – an administrative division of A&T, such as a division, college, school, or department.

“Unit Policy” is a Policy established under the delegated authority of a vice chancellor, dean, department chair, or other Unit director that does not apply outside the Unit, but significantly affects activities within that Unit.

“University Policy” - a Policy concerning governance of A&T with application to more than one Unit within the University, which should be distinguished from procedures and from Administrative and Unit Policies. Only Policies approved in accord with this Policy will have the force of a University Policy. In the event of a conflict between a University Policy and an Administrative or Unit Policy or procedure, the University Policy shall control. An Administrative Policy prevails over a Unit Policy or procedure.

## **II. Principles for Drafting or Revising a Policy:**

- Should be timeless, clear, and concise;
- Should apply to all covered individuals;
- Must be at least as stringent as federal, state and legal requirements.
- Should contain sufficient information on the subject without being excessive in length.
- Must be regularly maintained and readily available to all members of the University community to promote accountability.

## **III. Approval Authority**

A University Policy and any material revisions to it shall be approved by the Board of Trustees. Procedures to implement a University Policy may be approved by the Chancellor.

The Board of Trustees hereby delegates to the Chancellor, in his/her discretion, the authority to approve Administrative Policies, Interim Policies, and Unit Policies and revisions to these types of policies. The Chancellor may, in his/her discretion, delegate Policy-approval authority to the vice chancellors, deans, department chairs, and directors of other units to issue and revise Unit Policies that only apply in their respective Unit. Policies may be supplemented by Unit procedures that describe Policy implementation practices.

#### **IV. Conflict**

In the event of a conflict between documents, a University Policy prevails over an Administrative Policy. A University or Administrative Policy controls over any and all Policies and Procedures created within a Unit of A&T.

#### **V. Process**

For a University Policy, the Vice Chancellor of the Division drafting a new Policy or revising a Policy shall assure the content is appropriate and the format consistent with this Policy before presenting the proposed document for initial Cabinet and Legal review. Thereafter the Vice Chancellor submits the Policy for constituency review and comment, or for notification if the Policy does not directly affect a constituency, directly to the President of Faculty Senate, the Chair of the Staff Senate, and the Provost for review and comment by the Deans Council. After feedback is received from the affected constituencies and considered by the Division from the constituencies, the Vice Chancellor may present the proposed document to the Cabinet for review, which will include a review by the Office of Legal Affairs. Review will be facilitated if the Policy is sent to the Office of Legal Affairs sufficiently prior to review by the Cabinet. After approval by the Cabinet, the document will be presented to the Board of Trustees for review and approval. Thereafter, a Policy requiring external approval may be submitted for such approval.

For an Administrative Policy, the Division drafting a new Policy or revising a Policy shall present its proposed document for constituency review and feedback directly to the President of Faculty Senate, the Chair of the Staff Senate, and the Provost for review by the Deans Council. After feedback is received and considered by the Division from these three constituencies, the Vice Chancellor may present the proposed document to the Cabinet for review, which will include a review by the Office of Legal Affairs. Review will be facilitated if the Policy is sent to the Office of Legal Affairs sufficiently prior to review by the Cabinet. After approval by the Cabinet, the document will be presented to the Chancellor for review and approval. The Board of Trustees shall be informed of all Administrative Policies that have been approved.

For a Unit Policy, the Vice Chancellor of each Unit, consistent with this Policy, may set out the drafting and review procedures for Policies of that Unit. Each Unit shall provide a draft Policy to its Vice Chancellor for discussion and provide a business justification prior to receiving the Vice Chancellor's approval. The Vice Chancellor shall submit the Policy to the Faculty Senate, Staff Senate, and Chancellor's Cabinet for information, and feedback where appropriate, and obtain review by the Office of Legal Affairs prior to submitting the proposed Unit Policy to the Chancellor for approval and implementation. The Board of Trustees shall be informed of all Unit Policies that have been approved.

All Unit Policies must include, at a minimum, a specific reference to, or the applicable provisions of, the appropriate University or Administrative Policy. It is the responsibility of the Unit director to communicate Unit policies to the applicable Vice Chancellor or

Provost. Unit policies may not be in conflict with University and Administrative Policies.

## **VI. Policy Template**

Only those Policies approved pursuant to this Policy will have the force of a Policy. To ensure consistency, the standard attached template should be used for all University, Administrative, and Unit Policies, with the appropriate type of Policy labeled beneath the name of the Policy. The Division or Unit preparing a Policy shall assign a number to each new University and Administrative Policy.

In numbering Policies, they shall be grouped by an initial section number, as follows:

Sec. I—Governance and Administration

Sec. II— Academic Affairs

Sec. III— Human Resources

Sec. IV—Student Affairs and Issues

Sec. V—Research and Economic Development

Sec. VI—Business and Finance

Sec. VII—Information Technology

Sec. VII—University Relations and Development

Sec. VIII—Athletics

On the same line following the section number, will be the name of, or an abbreviated name for, the Policy, followed by the Policy number for Policies of that name. For example, a policy from Student Affairs would be labeled Sec. IV. Safety 1.0.

All Policies shall be in Times New Roman text and in 12 point type.

To be clear about the length of time a Policy has been in effect, every Policy should have the date upon which it was first approved, except those which have been in effect long enough that it is not practical to determine the date of their original approval. Each Policy which is revised shall show the dates upon which revisions are approved.

For University Policies, the signature of the applicable Vice Chancellor is that person's certification that the Policy has been approved by the Board of Trustees. A Policy requiring approval by the Board of Governors or President shall show that approval date each time it is secured.

For Administrative Policies, the Chancellor's signature is proof of its approval.

For Unit Policies, the signature of the person delegated approval authority is proof of its approval.

It will be presumed that each Policy is effective upon the date of its approval, unless a delayed implementation date is indicated on the effective date line.

## **VII. Posting of Policies**

All University Policies shall be posted on the official A&T Policy website. Policies and revisions will not be designated as a University Policy or Administrative Policy and posted unless approved by the Board of Trustees or Chancellor, as described in this Policy.

## **VIII. Archiving of Policies**

The A&T Policy website will contain an Archival section, to make available an archive of past University and Administrative policies, including, as possible, their effective dates.

Approved by the Board of Trustees

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Chancellor

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Date Original or Revision is Effective: Upon approval

First approved: September \_\_\_\_, 2010

Revised:



# NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

[POLICY NUMBER]

**[POLICY NAME 14 PT TYPE AND BOLD TYPE]**

[TYPE OF POLICY: UNIVERSITY, ADMINISTRATIVE, UNIT]

Approved by the \_\_\_\_\_

[Board of Trustees or Chancellor for Administrative Policy; other for Unit Policy]

\_\_\_\_\_  
Vice Chancellor for \_\_\_\_\_ [or, Chancellor]

\_\_\_\_\_  
Date Original or Revision is Effective, if Delayed Effective Date:

First approved:

Revised:

Approval by BOG/President: [some University Policies only]