	<b>Florida Gulf Coast University</b> Policy Manual	<b>Policy: 1.001</b>  <b>Approved: 03/02/10</b>
	<b>Title</b>  Guidelines and Procedure for Approval and Issuance of University Policies	<b>Responsible Executive:</b> <i>President</i>  <b>Responsible Office:</b> <i>General Counsel</i>

**POLICY STATEMENT**

The University President, as the University’s Chief Executive Officer, has the authority and responsibility to promulgate and organize University policies by delegation of the authority provided in the Florida Statutes and by the Florida Gulf Coast University Board of Trustees. Policies and procedures are official documents, created to provide reference and guidelines in the operation, management or implementation of the various programs, services, facilities and activities of Florida Gulf Coast University. The Florida Gulf Coast University Policies and Procedures Manual is the official repository of University policies and related procedures and may be reviewed at: <http://www.fgcu.edu/GeneralCounsel/governance.asp>

**REASON FOR POLICY**

The University must adopt policies and related procedures to dictate and guide the operations of the University when statutes and regulations do not provide specific guidance or do not offer procedures or implementation directives necessary for efficient university operations. To ensure compliance with policy objectives and to establish the accountability of operating units and affected individuals, policies must be kept current and made available to all relevant individuals and operating units in a timely manner.

**APPLICABILITY AND/OR ACCOUNTABILITY**

These guidelines and procedures for the approval and issuance of University policies are applicable to all units of the University which will be creating a policy applicable to the University as a whole.

**DEFINITION OF TERMS**

*President’s Cabinet* – Chaired by the University President, the President’s Cabinet consists of senior administrators who have been designated by the President to be a member of this Cabinet.

*Policy* –A statement established to provide direction and assistance to the University community in the conduct of University business or activities. A policy also describes core institutional values or a general principle, plan or course of action. University policies apply to all units, departments or divisions of the University with respect to their operations at the University. Policies must not conflict with statutes, regulations, or other laws applicable to the University. Policies may include related procedures.

Policies relating to traditional academic matters falling within the purview of the Faculty Senate are not covered by this policy. However, policies relating to academic administration or management are covered by this policy. Local policies that relate solely to an internal unit's matters shall be developed and approved in writing by the appropriate Vice President or designee at the department level and not through the procedures related above.

*Procedures* – The operational means or method that employees are to follow in implementing a policy. A procedure may involve a series of steps, require the use of certain forms or prescribe other instructions for carrying out the policy. Occasionally, procedures are included in a policy when the procedures help define the nature of the principles expressed in the policy. More often, procedures need to be developed closer to the implementation process by the Responsible Office under the oversight of the Responsible Executive.

*Responsible Executive* – The Vice President or other senior administrator reporting to the President charged with creating and implementing policies in his/her area of jurisdiction.

*Responsible Office* – The office, department or unit directed by the Responsible Executive to develop and administer policies and procedures. This office is responsible for the accuracy of the policy's subject matter and its administration. The Responsible Office also serves as a point of contact for questions regarding the interpretation or application of the policy.

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## PROCEDURES

- A. Initiation of, or revision to, policies and procedures occurs when the need for a new policy and procedure or a revision to a policy and/or procedure is identified by the President, any member of the President's Cabinet, or any other Direct Report to the President.
  
- B. The procedure outlined below provides a uniform process for formatting, approving, revising and publishing University policies. A template has been provided to aid in the drafting of policies and procedures.

1. New or revised policies and procedures are to be submitted on the policy template and should contain the following information:
  - Policy Name
  - Initiating Authority
  - Responsible Executive
  - Responsible Office
  - Applicability and/or Accountability
  - Policy Statement
  - Purpose/Reason for Policy
  - Definitions of relevant terms
  - Procedures necessary, if any, to implement the policy
  - Forms to be used, if required or suggested, to carry out the procedure
  
2. Policies to be revised are to be submitted in a redlined (i.e., legislative) format, which would indicate the language being deleted and the new language being added to the last approved policy.
  
3. The steps to be utilized in initiating a new policy or revising an existing policy are to:
  - i. Review Policy 1.001, and obtain Policy Template from the Office of the General Counsel webpage at <http://www.fgcu.edu/generalcounsel/policies.asp>
  - ii. The Responsible Office must submit the policy and related procedure, if any, on the Policy Template to the Office of the General Counsel for legal review.
  - iii. After review by the Office of the General Counsel, the draft policy must be routed to the Responsible Executive for review and approval in order to move forward.
  - iv. The Responsible Executive submits the draft policy to the President's Cabinet for review.
  - v. Upon the completion of review by the President's Cabinet, the draft policy will be disseminated by the Office of the General Counsel to the University community via email.

- vi. The University community will have 10 days to provide feedback to the Office of the General Counsel.
- vii. The General Counsel will present the feedback to the President's Cabinet for further review and possible revisions.
- viii. The draft Policy will then be forwarded to the President for final review, revisions, if necessary, and approval.
- ix. Once the President has approved a final version, the Office of the General Counsel will ensure that the new policy is promulgated in the Policies and Procedures Manual and is incorporated into the Internet version of the Policies and Procedures Manual.

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**POLICY  
AMENDMENTS**

- A. **Severability** – If a policy, or a portion of a policy, is found to be in conflict with federal or state laws, University regulations, or similar legal requirements, such policy, or portion of the policy, shall be void as a matter of law. However, the remaining portion of the policy, if any, shall continue in full force and effect. Policy and procedures in conflict with the Collective Bargaining Agreement (CBA) will be addressed under the terms and conditions of the CBA.
- B. **Major Changes** – Major revisions to policies will follow the process outlined under Procedures.
- C. **Minor Corrections** – Minor (technical) corrections in policies are occasionally needed, such as nomenclature or statutory reference number changes. The Responsible Executive or General Counsel is authorized to make appropriate corrections to a policy without review by the President's Cabinet, when the substance of the policy is not affected. The Office of the General Counsel will review these corrections prior to placing the corrected policy in the Policy and Procedure Manual.
- D. **Rescission/Repeal** – Requests to repeal/rescind a policy are made by the Responsible Executive or the General Counsel to the President's Cabinet for review and then to the President for review and approval.

**DISSEMINATION OF  
POLICY  
INFORMATION**

Information about new, revised or repealed policies and procedures will be announced by email to the University community and posted on the General Counsel's webpage at:

<http://www.fgcu.edu/GeneralCounsel/policies.asp>

**RELATED  
INFORMATION**

Colleges, centers and institutes may have policies and procedures specific to their operations, but those will not be included in the University's Policies and Procedures Manual. Such policies and procedures must be in writing and must be approved by the appropriate Vice President or designee. Any such policies and procedures must not conflict with statutes, regulations of the Florida Gulf Coast University Board of Trustees or the Board of Governors, University policies and procedures, and any approved University collective bargaining agreements. To the extent that there is a conflict between a college, center or institute policy and a University policy and procedure, University regulation, other regulation or statute, or any approved University collective bargaining agreement, the provisions of the University policy and procedure, University regulation, other regulation or statute, or any approved University collective bargaining agreement will prevail.

**HISTORY**

New 12-09-03; Amended 04-22-08; 01/13/10, 03/02/10


**APPENDICES**

- A. Policy Template
- B. Policy Instructions

**INITIATING  
AUTHORITY**

General Counsel

**APPROVED:**

  
\_\_\_\_\_  
President

March 2, 2010  
\_\_\_\_\_  
Date

# FLORIDA GULF COAST UNIVERSITY

## APPENDIX “A”

### Policy Template

POLICY NUMBER <i>(N/A if New)</i>	SUBJECT	EFFECTIVE DATE	REVISED DATE
Responsible Office: <span style="background-color: yellow; display: inline-block; width: 200px; height: 15px;"></span>			
<input type="checkbox"/> New Policy Proposal	<input type="checkbox"/> Major Revision of Existing Policy	<input type="checkbox"/> Minor/Technical Revision of Existing Policy	<input type="checkbox"/> Other (explain)





### Instructions for Completing the Policy Template

See Appendix “B” for the content necessary to complete the policy template. Please note the following:

- Complete proposed policy using “TRACK CHANGES”
- Include “DRAFT” watermark
- Date the Proposed Policy
- Fill out “yellow” areas of policy template

The Policy Template can be found on the General Counsel’s webpage under “[Forms for Download](#)”. Refer to the procedures in FGCU’s Policy # 1.001 upon completion of the Policy draft for directions on next steps.

If you have any questions, please contact the Office of the General Counsel at 590-1101.

<b>DRAFT DATE</b>  Please use "Track Changes" in this document	<b>Florida Gulf Coast University</b> Policy Manual	Policy: <b>Number to be assigned in the General Counsel's Office</b>
	<b>Title</b> 	<b>Responsible Executive:</b>  <b>Responsible Office:</b> 

**POLICY STATEMENT**

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**REASON FOR POLICY**

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**APPLICABILITY AND/OR ACCOUNTABILITY**

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**DEFINITION OF TERMS**

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**PROCEDURES**  
(If applicable)

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**RELATED INFORMATION**

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**HISTORY**

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**APPENDICES**

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**APPROVED**

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

## APPENDIX “B”

### Content Necessary To Complete the Policy Template

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**POLICY STATEMENT**

Articulate an authoritative expression of philosophy and direction.

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**REASON FOR POLICY**

Specify the reason, purpose or rationale for creating this policy. Common reasons for developing a policy are:

- To assist the University to meet its mission and goals;
- To provide guidance to faculty, staff and students to carry out their roles and responsibilities;
- To comply with legal or regulatory requirements;
- To resolve a conflict or problem;
- To reduce costs;
- To eliminate institutional risk; and
- To increase efficiencies.

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**APPLICABILITY AND/OR ACCOUNTABILITY**

State to whom does the policy apply and/or identify who is accountable for compliance of policy.

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**DEFINITION OF TERMS**

Where appropriate, state the specific meaning of unique words or phrases used within the policy or procedure, particularly those terms that are used in a special or technical sense or that have multiple meanings. The format is:

*Word* – Definition

Example:

*Grounds* – all of the campus of the University, whether it be the main campus or outlying or noncontiguous land of the University within the county.

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**PROCEDURES**

Where appropriate, outline steps that must be followed to comply with the policy or provide a reference to where the procedures may be found.

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**RELATED INFORMATION**

Identify Regulations or other policies covering the same or related subject matter.

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**HISTORY**

Dates of initial policy and/or amendments. (This section will be completed by the General Counsel's Office.)

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**APPENDICES**

Where necessary, include in an appendices, any lengthy or complex reference information that is critical to the policy but, if included in the main portion of the policy, would disrupt the flow of the other sections.

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