

	Florida Gulf Coast University Policy Manual	Policy: 1.001 FKA 1.11 <i>Approved: 04/23/08</i>
	Title Approval and Issuance of University Policies	Responsible Executive: <i>General Counsel</i> Responsible Office: <i>General Counsel</i>

POLICY STATEMENT

Florida Gulf Coast University shall formerly approve, promulgate in a consistent format and centrally maintain all official University policies. Administrators responsible for writing and updating University policies shall comply with the conditions and procedures that are outlined in this document.

REASON FOR POLICY

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.

DEFINITION OF TERMS

Impact Analysis – A statement of the likely financial and/or personnel impact of policy implementation in terms of the units (department, office, division) to be affected by the policy.

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 of enduring duration that has broad application throughout the University and that describes core institutional values or a general principle, plan or course of action. 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 internal departmental matters shall be developed and approved 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 individual charged with creating and implementing policies in his/her area of jurisdiction such as a Vice President or other senior administrator reporting to the President.

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.

PROCEDURES

The below procedures provide a uniform process for formatting, approving, revising and publishing University policies.

Step 1: Review policy 1.11, and obtain Policy Template and Impact Analysis Form from the Office of the General Counsel webpage @ <http://www.fgcu.edu/generalcounsel/policies.asp>.

Step 2: The Responsible Office must complete the Policy Template and Impact Analysis Form.

Step 3: The Policy Template and Impact Analysis Form must be routed to the Responsible Executive for review and approval.

Step 4: The Responsible Executive submits the Policy Template and Impact Analysis Form to the President's Cabinet for initial review.

Step 5: The Responsible Executive shall submit the Policy Template and Impact Analysis Form to the Office of the General Counsel.

- Step 6: The Office of the General Counsel shall provide a Policy Notice to the University community for comments on the General Counsel's webpage. The community will have ten (10) business days to submit comments to the Office of the General Counsel. All comments received will be routed to the Responsible Executive for review.
- Step 7: Upon expiration of the ten (10) day comment period, the Responsible Executive shall request that the President place the policy on the President's Cabinet agenda for approval.
- Step 8: If approved, the President shall return the Policy Template to the Office of the General Counsel for finalization of policy format.
- Step 9: The Office of the General Counsel will issue the policy with the seal of the University and submit for the President's signature. The Original policy will be included in the official and Internet versions of the Florida Gulf Coast University Policy manual.
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**POLICY
AMENDMENTS**

Conflicts – If a policy, or a portion of a policy, is found to be in conflict with federal or state legislation, University rules, or similar legal requirements, such policy, or portion of the policy, shall not longer be in force. This provision is in effect when the General Counsel notifies the President and Responsible Executive of the conflict. There shall be no policies approved at the local or department level.

Major Changes – Requests for recessions are made by the Responsible Executive to the President's Cabinet for review and approval.

Minor Corrections – Minor (technical) corrections in policies are occasionally needed. This is the case, for example, when titles within the University or statutory reference numbers change. The Responsible Executive is authorized to make appropriate corrections to a policy when the substance of the policy is not

altered. The Office of the General Counsel will review these corrections prior to placing the corrected policy in the Policy Manual.

Rescission – Policy Abolished

HISTORY

Policy on Policies (Implementing Policy) New 12-09-03;
Amended 04-22-08.

APPENDICES

Policy Template and Impact Analysis Form

APPROVED:

s/ W.G. Bradshaw
President

April 23, 2008
Date

ARCHIVED