

## **REVIEW AND APPROVAL OF UNIVERSITY RULES**

*University Rule 01.01.01.C1 - Revised September 20, 1999  
Supplements System Policy 01.01 and System Regulation 01.01.01*

### **1. SYSTEM GUIDELINES**

Guidelines for the development of University Rules are provided in System Policy 01.01, Scope and Authority of Policies, and System Regulation 01.01.01, Development and Publication of Rules and Regulations.

### **2. RESPONSIBILITY FOR RULE DEVELOPMENT**

General responsibility for the development of University Rules rests with the President. The President has delegated to the Provost and Vice President for Academic Affairs the responsibility for maintaining the University's rules manual. The Office of the Provost and Vice President for Academic Affairs will serve as the administrative unit charged with ensuring the appropriate review of new and amended rules.

### **3. OVERVIEW OF REVIEW PROCESS**

Prior to adoption, proposed rules will be reviewed by one or more campus advisory bodies, such as the Provost's Council, the Faculty Senate, and the President's Cabinet. Also, the Office of the Provost will review proposed rules to ensure that they are consistent with System policies and regulations. Final campus authority for approval of all proposed rules will rest with the President. Following campus approval, new or amended rules will be forwarded to the Chancellor's Office for review and subsequent placement in the System policy manual. More information on the review process follows.

### **4. INTRODUCTION OR SUBMISSION OF PROPOSED RULES**

The campus review process may begin in various ways. For example, the Provost's Council, the Faculty Senate, or the President's Cabinet may initiate rule proposals dealing with certain subjects. (See Section 5 below.) Proposals may be submitted to these groups in accordance with their operating procedures. Also, individuals seeking consideration of proposed rules may submit them to the Provost and request that they be referred to the appropriate review bodies. A hard copy of the proposal and an electronic version will be provided to the Provost's Office.

## 5. CONSIDERATION BY ADVISORY BODIES

Proposed rules will be reviewed by one or more advisory bodies on campus. Information follows on the types of rules that are reviewed by the different advisory bodies. When a rule is to be considered by more than one body, the Provost's Office will help coordinate the review process.

5.1 The Faculty Senate will review and propose University Rules dealing with the following matters:

- (1) Educational policy and planning of academic programs, curriculum, and instruction.
- (2) Academic standards, including rules on admissions, awarding of grades, retention of students, and graduation requirements.
- (3) University scholarships, honors, awards, and other forms of student distinction.
- (4) Faculty and librarian rules and their implementation, including but not limited to appointments, reappointments, academic freedom, evaluation, promotion, tenure, faculty workloads, and faculty development.
- (5) Faculty and librarian compensation rules and their implementation, including but not limited to salaries, fringe benefits, and the awarding of merit increases.
- (6) The role of research and rules for allocating undesignated research funds in the University.
- (7) Academic support services, including but not limited to the library, computing, teaching and research equipment and facilities.
- (8) The appointment and evaluation of academic administrators.
- (9) The establishment, reorganization, downgrading and/or discontinuation of organizational units and areas of instruction and research.
- (10) The review of administrative decisions concerning any of the above matters.

5.2 The Provost's Council will review and propose University Rules related to the above matters. Also, the Provost's Council, at the request of the President or Provost, will review rules dealing with other matters affecting the University.

5.3 The President's Cabinet will review and propose rules concerning personnel and basic administrative matters.

5.4 At the request of the President, proposed rules will be reviewed by other advisory groups on campus, such as the Staff Advisory Council.

6. APPROVAL BY PRESIDENT

Final campus authority for approval of all proposed University Rules will rest with the President.

7. FURTHER ACTION

Following campus approval, the President or the Provost and Vice President for Academic Affairs will forward University Rules to the Chancellor's Office for review and subsequent placement in the System's online policy manual. Rules will be submitted in the appropriate format and will use the approved numbering system. The Provost's Office will distribute copies of the rules to campus offices for placement in their printed policy manuals.

8. KEEPING EMPLOYEES INFORMED

Each University administrator is responsible for ensuring that employees have access to policies, regulations, rules, and departmental procedures pertinent to their job assignments.

9. ROUTINE REVIEW OF EXISTING RULES

The University will review and update its campus rules on a regular basis to ensure consistency with federal and state laws, with System policies and regulations, and with the institutional mission and goals. The Office of the Provost and Vice President for Academic Affairs will work with the appropriate campus offices and review bodies to ensure periodic review of existing rules. Division and component administrators are requested to inform the President or the Provost whenever University Rules pertaining to their areas need to be updated.