



THE UNIVERSITY of  
NEW ORLEANS

<b>Policy No:</b>	<b>AP-OP-01.2</b>
<b>TITLE:</b>	<b>Policy Development and Revision</b>
<b>EFFECTIVE DATE:</b>	<b>February 21, 2014* (*Policy Revised, see below)</b>
<b>CANCELLATION:</b>	
<b>REVIEW DATE:</b>	<b>Spring 2023</b>

**ADMINISTERED BY:** Office of the President

**PURPOSE**

The purpose of this policy is to establish the procedures for submitting recommendations to the President for creating, amending or deactivating the administrative policies governing The University of New Orleans, including obtaining input from appropriate constituents that may be affected by changes in policies and procedures.

**AUTHORITY**

*Part Two, Chapter III, Section IV of the Bylaws and Rules of the University of Louisiana System.*

**DEFINITIONS**

**Administrative Policy (AP):** Documents are official statements issued by the Office of the President setting forth University policy and implementing procedures that have either University wide or interdivisional application. This definition does not include procedures relating solely single-unit administrative matters.

**Internal Management Directives:** Statements reflecting single-unit administrative (e.g., college) matters.

**Division:** For the purposes of this document a division of the University of New Orleans is defined as a unit with a unique and defined mission or purpose led by a Vice President. The university as a whole is a division headed by the President. Presently, there are four divisions that are permitted to issue APs.: The Office of the President, Academic Affairs, Business Affairs, and the Office of Research and Economic Development.

**Division Head:** President, or his or her designee, or Vice President who is responsible for the programmatic, functional or administrative areas addressed by the policy and procedure.

**Policy Coordinator:** The position responsible for formatting, tracking and organization of University policy to ensure institutional compliance with this policy.

**Employees:** Includes faculty and staff (full-time and part-time), direct-wage and workstudy.

**Stakeholders:** Groups or individuals typically in supervisory/management roles, that have knowledge of and are most impacted by a proposed policy or a policy under review.

## **GENERAL POLICY**

**I. Nature of University Policy.** All University-wide or interdivisional administrative policies and procedures will be published and distributed as Administrative Policy (AP) documents. The criteria used in determining whether a given policy or procedure warrants its issuance as an AP document are (1) its university wide nature or impact and (2) its permanence or durability. The Office of the President will make the final determination. The establishment of the policies herein described will not preclude the issuance of administrative policies or procedures in other forms when urgency or other conditions warrant such action, nor should they prohibit the development and issuance of Internal Management Directives (IMD's), covering policies and procedures related to intradivisional or single unit administrative matters.

**II. Policy Maintenance and Review.** Each division head shall maintain current and complete sets of AP documents that are readily accessible to all faculty and staff. Continuing efforts should be made by division heads when necessary to create, update and deactivate policies assigned to their division. In addition, division heads will make reasonable efforts to apprise all personnel of the existence and availability of these documents and of any changes thereto. A comprehensive index of AP's will be published on the University web site and updated as necessary by the Policy Coordinator. A repository of all active policies will be maintained in a central location to ensure that accurate information is communicated to stakeholders.

**III. Compliance and Policy Principles.** The following guidelines should be considered when drafting or amending policies:

- A. The policy should help ensure compliance with applicable laws and regulations, promote operational efficiencies, enhance the mission or reduce institutional risks.
- B. The policy should establish a governing principle that has University-wide application.
- C. The policy should communicate an important governing principle rather than specifying operational detail.

**IV. Presidential Authority and Guidelines for Development, Review and Deactivation of Policy.** The President of the University has the sole authority and responsibility to review and approve all University policy. Whenever possible, the development and review process should provide the proper degree of autonomy and integration to each division. To ensure that APs provide the proper degree of autonomy and integration, division heads should, when deemed applicable, make reasonable efforts to solicit input from other division heads and other constituents, particularly when policy subject matter impacts multiple areas of the University. These guidelines should not be interpreted as limiting the authority of the University President, in any way, from establishing or revising university policy as deemed necessary.

**V. Contents of Administrative Policy.** Each Administrative Policy shall contain the following subsections as follows:

- A. Title
- B. Purpose

- C. Authority
- D. Definitions (may be utilized or omitted as necessary)
- E. General Policy

Policy shall not include specific procedures or forms needed to support policy implementation. Procedures and forms shall be developed as needed and maintained in the central repository with links to the appropriate policy.

**VI. Labeling and Management of Administrative Policy.** Each Administrative Policy shall be labeled and assigned to a division of the University as follows:

- A. Office of the President..... ex. AP-OP-1.0
- B. Academic Affairs..... ex. AP-AA-1.0
- C. Business Affairs.....ex. AP-BA-1.0
- D. Research and Economic Development..... ex. AP-RE-1.0

**VII. Responsibilities in the Creation, Revision and Deactivation of University Policy.** The development, revision, maintenance and deactivation of University Policy will be managed as follows:

A. University President. The President is responsible for issuing final approval regarding the creation of new university policy, the revision of existing policy or deactivation (removal) of outdated policies. As deemed appropriate by the President, the President shall solicit advisory input from division VPs or others before final approval is given.

B. Division VPs. A Division VP is responsible for:

1. Approving the submission of proposed new policies, revisions to existing policies, or removal of outdated policies are to be sent to the Policy Coordinator and President for final review.
2. Establishing reasonable procedures for identifying and obtaining input from pertinent stakeholders, if appropriate, for each policy for which the division has responsibility when creating, revising or deactivating policy. The division VP distributes the proposed policy draft to the stakeholders, and if necessary, convenes a meeting to review the proposed policy draft.
3. Reviewing revisions recommended by the President, other division VPs, or the Policy Coordinator.
4. Ensuring that policies assigned to his or her area are reviewed within the review cycle listed on the policy or revised when necessary due to changes in law or the needs of the university. Division VPs should maintain an internal process within their areas such that subject matter experts and pertinent stakeholders within those areas actively review and suggest updates to policy when necessary.

C. Policy Coordinator. The Policy Coordinator is responsible for:

1. Identifying the division VP for each policy.
2. Tracking proposed and existing policies.
3. Notifying the division head when policies are due for review.
4. Identifying relevant UL System rules for the division head when necessary.
5. Formatting and assigning section numbers to new policies.
6. Reviewing policies for consistency and compliance.
7. Acting as liaison between the University and the UL System for policy questions.
8. Maintaining an index of all university policy on the university website.

D. Stakeholders and Other University Employees. All University employees are responsible for:

1. Reviewing and responding to requests for review of policy drafts within the timeline designated by their superior or appropriate requesting party.
2. Submitting advisory input through their chain of command regarding policies as appropriate.

#### **VIII. Procedure for the Development, Revision or Deactivation of University Policy.**

A. A university office proposing a new policy will draft the policy in correct format and prepare a statement of background and rationale for the new policy. The draft and supporting documents will be submitted through the appropriate dean, director, or administrative head up to the division VP, or his or her designee, for policy development. A university office proposing that a policy be revised will document the precise revision needed along with justification for the proposed change.

B. Upon initial review and approval by the division VP, the division VP, when appropriate identifies appropriate stakeholders and the Policy Coordinator for further review.

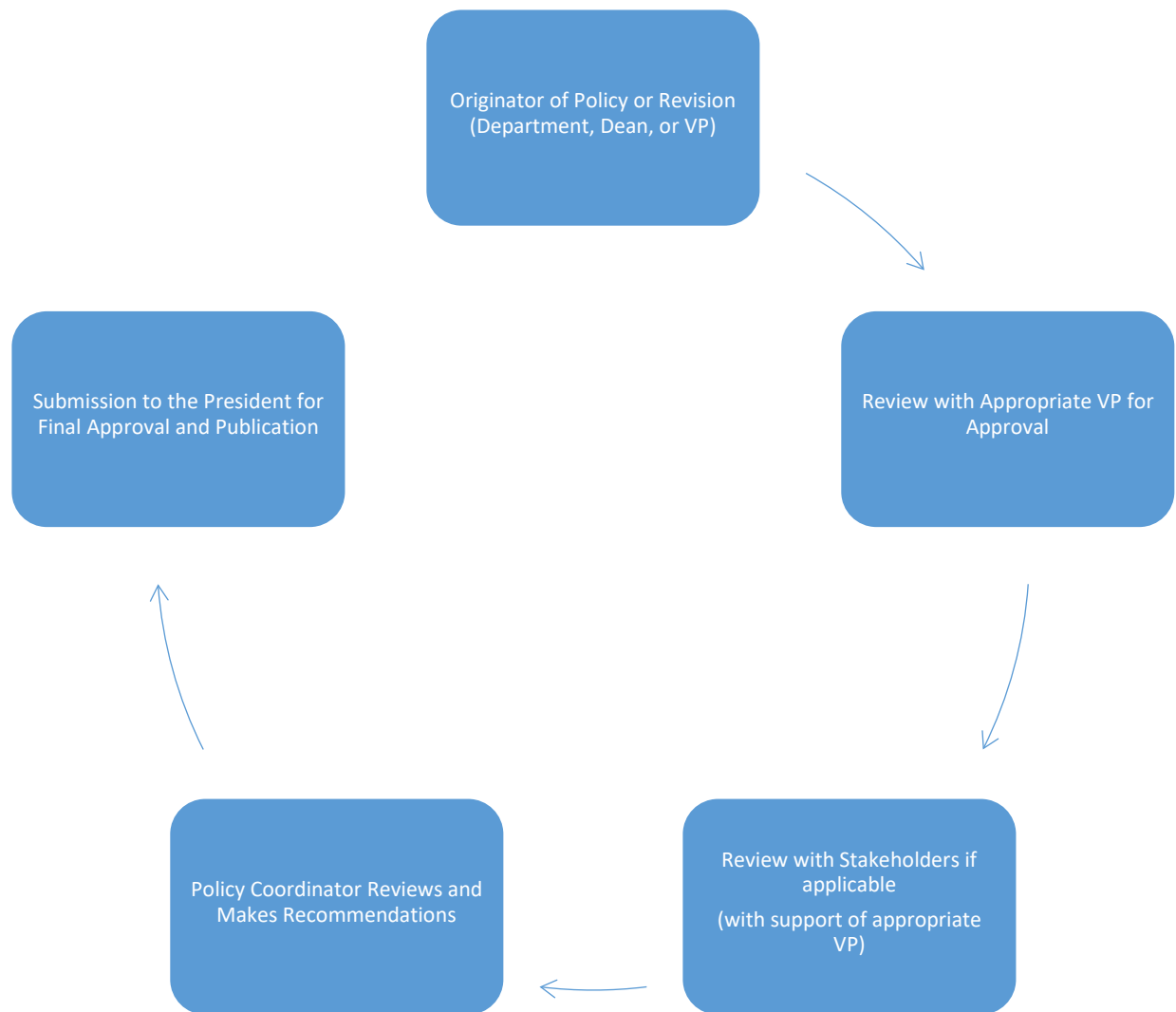
C. The division VP, in his or her discretion, may submit the proposed policy to the President for review and approval. Division VPs are encouraged to obtain an appropriate level of consensus and review by appropriate parties before submitting the policy to the President for final approval.

D. Upon approval of the proposed policy draft by the President, the President's Office would then provide the policy to the Policy Coordinator who would then:

1. Assign a section number
2. Establish a date for periodic review
3. Post the policy to the University website
4. Notify the University community of the new policy

E. Outdated APs may be deactivated and removed from the active policy list. The division VPs may submit a request for removal of a policy to the President for review and approval. Division VPs are encouraged to obtain an appropriate level of consensus and review by appropriate parties before submitting the policy to the President for final approval.

The figure below illustrates the procedure related to policy development and revision.



John W. Nicklow  
President  
University of New Orleans

*\*Policy Updates:*  
Revisions: 02/08/2021  
07/18/2016