NUMBER: UNIV 1.00

SECTION: University Administration

SUBJECT: Policy on Policies: Development and Oversight of University Policies

DATE: August 19, 2009

REVISION: September 14, 2012

Policy for: All Campuses
Procedure for: All Campuses
Authorized by: Harris Pastides
Issued by: President's Office

I.   Policy

University Policies are formal policies and procedures at the University of South Carolina that have campus-wide or system-wide application. The University uses a standard policy format and a uniform review and approval process for University Policies to improve communication, promote administrative consistency and efficiency, and ensure compliance with pertinent state and federal laws as well as state and regional accreditation requirements.

This "Policy on Policies" governs the development and oversight of all formal University Policies. Individuals and units on all campuses must follow the procedures outlined in this policy regarding the approval of new University Policies or the revision or repeal of existing policies.

A.   Oversight

       1.   University Policy Records

               a.   The University of South Carolina *Policies and Procedures Manual* contains all current system-wide University Policies and campus-specific policies for the Columbia campus.

               b.   The *Policies and Procedures Manual* is published in electronic format only by the Provost's Office and is available online at www.sc.edu/policies. This online manual contains all official, University-approved versions of University Policies.

               c.   If there is a discrepancy between a unit version of a policy and the *Policies and Procedures Manual* version, the version in the electronic *Policies and Procedures Manual* at www.sc.edu/policies will be considered the official version. Units may not have separate websites with duplicate versions of

the policies. All unit websites and paper documents should reference the policies available at www.sc.edu/policies.

    d.   Campus-specific Senior and Regional campus policies are maintained by the respective Chancellor's or Dean's Office, in conjunction with the Office of System Affairs, and are available on campus websites as appropriate.

2.   Administrative Responsibility for University Policies

    a.   University Policies in the *Policies and Procedures Manual* are organized by administrative division. Each University division head is considered the "Responsible Officer" for the development and implementation of that administrative division's University Policies.

    b.   Senior campus chancellors and Regional campus deans, in conjunction with the Office of System Affairs**,** are considered the "Responsible Officers" for the development, authorization and implementation of campus-specific policies as well as the implementation of system-wide policies.

    c.   A list of Responsible Officers for University Policies is attached as Appendix A and is available online at www.sc.edu/policies.

3.   Policy Liaisons

Each Responsible Officer will annually appoint a Policy Liaison who will serve as the main point of contact with the Provost's Office for all policy-related matters for the division or campus. A current list of Policy Liaisons by division is available online at www.sc.edu/policies.

B.   Required Approval Process

1.   System-wide University Policies

    a.   The Provost's Office coordinates the review and approval of new, revised and repealed system-wide University Policies.

    b.   All system-wide University Policies with the exception of Board of Trustee policies (BTRU) must be approved by the president.

    c.   Draft new policies, substantially revised policies and policies recommended for repeal must be distributed to the University community for review and comment prior to final approval. Requests for final approval should include a statement describing the extent to which the draft new policies or those recommended for substantial revision or repeal

have been made available to the University community for comment during the development process.

2.   Campus-specific University Policies

Columbia campus-specific policies must be approved by the president and will follow the approval process for system-wide policies.

Senior campus-specific policies must be approved by the respective chancellor, in consultation with the appropriate system-wide Responsible Officer when applicable.

Regional campus-specific policies must be approved by the regional campus dean and the vice provost for system affairs, in consultation with the appropriate system-wide Responsible Officer when applicable.

3.   Expedited Approval
Non-substantive revisions to existing policy may be approved directly by the president, respective chancellor or the vice provost for system affairs using an expedited approval process.

When it is in the best interest of the University, draft new policies or those recommended for substantial revision or repeal may also be approved directly by the president or Board of Trustees using an expedited approval process.

C.   Related Publications

1.   Faculty Manuals

Policies and procedures relating to faculty may be separately maintained and distributed in the relevant campus-specific *Faculty Manual*. All *Faculty Manuals* must be kept up-to-date. The chief academic affairs officers are responsible for ensuring that all *Faculty Manuals* are revised to reflect newly approved University Policies within six months of the policy's approval.

Faculty Manual revisions for all campuses must be approved by the president and the Board of Trustees. After review by the appropriate faculty governance body, draft revisions to a *Faculty Manual* should be forwarded to the Provost's Office. The Provost's Office will coordinate the final review process in preparation for presentation to the Board of Trustees.

a.   Revisions to the Columbia campus *Faculty Manual* will be forwarded for comment to the Office of the General Counsel and Division of Human Resources. Information copies will also be sent to the Executive Council and the Council of Academic Deans.

b.   Revisions to the Senior and Regional campuses *Faculty Manuals* will be forwarded for comment to the Office of the General Counsel and the Division of Human Resources, as well as an information copy to the Executive Council.

Final versions of *Faculty Manual* revisions will be forwarded by the Provost's Office to the president and then to the Board of Trustees for approval.

2.   Academic Bulletins

Academic policies and procedures relating to students may also be contained in campus specific Bulletins, published annually by the Office of the University Registrar. As of 2009, the official University Undergraduate Bulletin and Graduate Bulletin exist in electronic form only. Changes to the bulletins must be approved by the appropriate faculty governance bodies. Revisions to the Bulletins are approved through the appropriate faculty governance body.

D.   University Policy Maintenance and Periodic Review

1.   Responsible Officers must ensure that the division's University Policies are up to date and revised when necessary to reflect current practice and/or procedures. Each University Policy will be reviewed by the originating unit and revised as necessary at least every five years.

2.   University Policy Archive

The Provost's Office will maintain a policy archive containing all known copies of University Policies, including repealed policies and previous versions of the Columbia campus *Faculty Manual*. The academic affairs offices on the Senior campuses and the Office of the Vice Provost for System Affairs and Extended University are responsible for maintaining archives of campus-specific *Faculty Manuals* and campus-specific policies on their respective campuses.

II.   Procedure

A.   Senior and Regional Campus Procedures

Senior and Regional campuses should develop their own campus-based procedures to implement this policy where appropriate.

B.   Procedures for System-wide and Columbia campus-specific Policy Approval

1.   New, Substantially Revised or Repealed University Policies

a. Draft new policies and those recommended for substantial revision or repeal must be developed and fully vetted within the administrative division. The policy must be formatted to conform to the standard template attached as Appendix B. A description of the revisions should be included in the Reason for Revision section when appropriate.

b. The Responsible Officer will forward the policy to the Provost's Office for an internal administrative review including a comment period.

c. The Provost's Office will distribute the policy within the University Community for comment, including presentation to the Executive Council and the Council of Academic Deans as appropriate.

d. Consolidated comments regarding the distributed versions will be forwarded by the vice president or division head to the Responsible Officer.

e. The Responsible Officer will finalize the policy and submit it to the Provost's Office for forwarding to the president for final approval.

f. Following the president's approval, the Provost's Office will notify the Responsible Officer, the Policy Liaisons, and all affected campuses and divisions. The Provost's Office will also make the required update or change to the *Policies and Procedures Manual.*

g. For policies requiring approval of the Board of Trustees, the Provost's Office will forward the policy to the Secretary of the Board of Trustees for presentation to the Board of Trustees for approval.

2. Expedited Approval Process

a. The draft policy is developed and fully vetted within the administrative division. The policy must be formatted to conform to the standard template attached as Appendix B.

b. The Responsible Officer will forward policy to the Provost's Office with a request for an expedited review.

c. The Provost's Office will forward the policy to the president for final approval.

d. Following the president's approval, the Provost's Office will notify the Responsible Officer and make the required update or change to the *Policies and Procedures Manual.*

III.   Related Policies

USC Columbia *Faculty Manual*
Regional Campuses *Faculty Manual*
USC Beaufort *Faculty Manual*
USC Aiken *Faculty Manual*
USC Upstate *Faculty Manual*

IV.   Reason for Revision

Non-substantive revision to update appendices.

V.   Appendices

Appendix 1:   Responsible Officer List

Appendix 2:   Sample University Policy Format

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UNIVERSITY POLICY RESPONSIBLE OFFICER LIST

DIVISION/CAMPUS	POLICY DESIGNATOR	OFFICER
Academic Affairs	ACAF	Executive Vice President for Academic Affairs and Provost
Advancement, University	ADV	Vice President for Communications
Athletics	ATHL	Athletics Director
Board of Trustees	BTRU SECR	Secretary of the Board of Trustees
Business Affairs	BUSA	Chief Financial Officer for Business and Finance
Business and Finance	BUSF	Chief Financial Officer for Business and Finance
Emergency Management	EM	Executive Vice President for Academic Affairs and Provost
Equal Opportunity	EOP	Executive Assistant to the President for Equal Opportunity Programs
Facilities Management	FCMN	Chief Financial Officer for Business and Finance
Health and Safety	HESA	Chief Financial Officer for Business and Finance
Human Resources	HR	Vice President for Human Resources
Info Tech	IT	Vice President for Information Technology and Chief Information Officer
Law Enforcement and Safety	LESA	Chief Financial Officer for Business and Finance
Libraries	LIB	Dean of University Libraries
Regional Campuses	RCAM	Vice Provost and Executive Dean for Extended University
Research	RSCH	Vice President for Research
Student Affairs	STAF	Vice President for Student Affairs, Vice Provost, and Dean of Students
University Administration	UNIV	President
USC Aiken	n/a	Chancellor
USC Beaufort	n/a	Chancellor
USC Lancaster	n/a	Campus Dean
USC Salkehatchie	n/a	Campus Dean
USC Sumter	n/a	Campus Dean

USC Union	n/a	Campus Dean
USC Upstate	n/a	Chancellor

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UNIVERSITY POLICY TEMPLATE

(1" margins; Times New Roman 12 point font; new language indicated by green underlined text**;** language marked for deletion by ~~strikethrough text.~~)

NUMBER: XXXX #.##

SECTION:

SUBJECT:

DATE: XXXX XX, XXXX (original date of policy)

REVISED: XXXX XX, XXXX *[if applicable]*

Policy for: XXXXXXXXXX
Procedure for: XXXXXXXXXX
Authorized by: XXXXXXXXXX
Issued by: XXXXXXXXXX

I. Policy

[introduction or preamble]

A. XXXXXXX

   1. XXXXXXX

     a. xxxxxxxx

     b. xxxxxxxx

   2. XXXXXXX

   3. XXXXXXX

B. XXXXXXX

II. Procedure

A. XXXXXXX

1. XXXXXXX

2. XXXXXXX

   a. xxxxxxxx

   b. xxxxxxxx

B. XXXXXXX

III. Related Policies

See also:

[list any related policies or manuals]

IV. Reason for Revision

[if applicable]

V. Appendices

[if applicable]