Policy on Policies Walkthrough

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I. PURPOSE:

UA System Board Rule 108 (policy management) applies to all “policies, handbooks, manuals, and other guides to their organizations and operations” adopted by the System Office and campuses
   a. to ensure consistency with other UA System policies
   b. to ensure compliance with UA System Board of Trustees Bylaws

UAH Policy on Policies was written to:
   a. standardize UAH policies
   b. establish procedures for the creation, format, review and approval process
   c. establish procedures for the implementation, publication, and renewal of policies
   d. establish procedures for the rescindment of policies

II. FORMAT

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

TITLE OF POLICY

Number is assigned at policy creation by Campus Designee

Division the division responsible for creation and review of policy

Date the date that the policy was created or revised*

Purpose a succinct statement providing a rationale for the policy

Policy a description of the policy

Procedures a description of the procedures to be followed to carry out the policy

Review the office responsible for periodically reviewing the policy (typically every 5 years)

When a policy is revised, it will be reissued with a notation “Revised (date)” placed in the lower right corner of each page of the policy. Technical revisions, i.e., non-substantive or editorial revisions, may be made by the responsible Vice President following consultation with the President.

III. POLICY TRACKING FORM

All drafts must be accompanied by a Policy Tracking Form throughout the entire process.

At the end of the approval process, the Policy Tracking Form should be signed by the responsible Vice President, other Vice Presidents affected, University Counsel, Campus Designee, and the President.

(See Policy on Policies revision November 30, 2020.)

IV. DRAFT POLICIES

1. Policy development or revision initiated by divisional VP
2. Divisional VP submits to Executive Council for review. If no substantive* revisions are made to the draft, continue to step 3
3. Divisional VP submits to Office of Counsel for review. If no substantive* revisions to the draft, continue to steps 4a and 4b (simultaneously)
4. a. Divisional VP submits to Campus Designee for review and submittal to Chancellor's Designee for review then posts in myUAH
b. Divisional VP submits to the following for a 90-day review:
   • Staff and Faculty Senates
   • Student Government Association
   • Other campus entities that may be impacted
5. If no substantive* revisions to the draft, the Campus Designee submits to the Chancellor's Designee for final review and approval.
6. Divisional VP collects applicable approval signatures and submits final policy to Campus Designee for posting to website as final policy.

See flowchart in appendix.

*If the revised draft policy has been changed substantively at any point during the process, then a second review of the revised draft policy will be conducted following the aforementioned process.

V. INTERIM POLICIES

Policies that are time sensitive must be labeled as "INTERIM." These policies follow the same process above, but are effective after review and approval by the President, Vice President(s), Counsel, Campus Designee and Chancellor's Designee and remain in interim status for six months.

1. Policy development or revision initiated by divisional VP
2. Divisional VP submits to Executive Council for review. If no substantive* revisions are made to the draft, continue to step 3
3. Divisional VP submits to Office of Counsel for review. If no substantive* revisions to the draft, continue to step 4.
4. Divisional VP submits to Campus Designee for review and submittal to Chancellor's Designee for review. If no substantive* revisions to the draft after review and approval by the President, Vice President(s), Counsel, Campus Designee and Chancellor's Designee – the policy can be posted on the website as interim and will remain in interim status for six months until after the review period is completed.

Next, continue with the process:
5. Divisional VP submits to the following for a 90-day review:
   • Staff and Faculty Senates
   • Student Government Association
   • Other campus entities that may be impacted
7. If no substantive* revisions to the draft, the Campus Designee submits to the Chancellor's Designee for final review
8. Divisional VP collects applicable signatures and submits final policy to Campus Designee for posting to website as a final policy.

See flowchart in appendix.

*If the revised draft policy has been changed substantively at any point during the process, then a second review of the revised draft policy will be conducted following the aforementioned process.

VI. POLICY RESCINDMENT

The President may approve revised policies or may rescind policies at any time following consultation with the Office of Counsel and the Campus Designee. A Tracking Form must be used for rescindments.

VII. REVIEW RESPONSIBILITIES

To maintain an up-to-date and relevant set of policies, a regular schedule of review and revision must be scheduled. The responsible Vice President shall be responsible for ensuring all policies within their purview are reviewed within ninety (90) days of the policy's five-year anniversary.

VIII. ACCESSIBILITY

Title II of the Americans with Disabilities Act states that web content should be accessible to those who must navigate by voice, screen readers or other assistive technologies. Any images or charts must be accompanied by ALT text and should be delivered to the Campus Designee in both PDF and Word formats.

Follow the Creating an Accessible PDF using Microsoft Word Instructions recommendations when drafting new and revised policies.

IX. CONTACT

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X. DEFINITIONS

Administrative or minor updates to policies may be processed at the campus level. Administrative or minor updates would be edits that do not materially change the purpose or effect of a policy, such as:

- clarifying, reformatting, or reorganizing existing content
- updating references to applicable laws or regulations, updating names
- fixing broken web links

Board of Trustees of The University of Alabama System is governed by a self-nominating Board of 15 elected and one ex-officio member. The purpose of the Board is to ensure the effective leadership, management and control over the activities of the three universities in UA System. This structure provides for a definitive, orderly form of governance, and secures and continues responsive, progressive, and superior institutions of higher education.

Board Rule 108 exists to govern the policy-making process, to ensure that our policies are not in conflict with Board Bylaws, Rules, and pronouncements, to ensure that they are consistent to the extent practicable, and to promote fairness, equitable treatment, safety, security, and other Board goals.

Campus Designee refers to the University President or his/her/their designee who acts as the primary resource to help you consider whether the proposed policy is consistent with superseding laws, regulations, Bylaws, Rules, minutes, and other pronouncements of the Board and Chancellor.

Chancellor’s Designee refers to the UA System Chancellor or his/her/their designee and is the main point of contact for the Campus Designees. Receives the draft policy and specific assurance of compliance from the Campus Designee prior to policy adoption and consults with any subject matter experts in the System Office regarding policies specific to certain functions. Approves final policy.

Compliance with Board Rules ensures that any superseding Board Bylaws, Rules, or Chancellor requirements, chiefly by consulting with the Campus Designee on those issues.

Consistency with UA System campuses policy requires the consideration the policies of its sister institutions during policy development, seek consistency to the extent practicable, and work with the Office of Counsel in furtherance of these goals.

Interim policies follow the same process as draft policies, but are effective after review and approval by the President, Vice President(s), Counsel, Campus Designee and Chancellor’s Designee and remain in interim status for six months while the remaining review process is being performed.

Office of Counsel should be appropriately involved in the drafting and adoption of campus and System Office policies, especially those that address legal or regulatory issues.

Policies generally describe “what” is expected of “whom” and “why.”

Procedures describe “when,” “where,” and “how” those policy expectations are to be achieved.

Substantive or significant updates that require a second review would include changes that:

- alter the policy’s intent or overarching objective
- modify definitions, persons covered, or responsible units in significant ways
- changes to policy requirements, limitations, rights, or responsibilities
University of Alabama System (UA System) includes The University of Alabama (located in Tuscaloosa), The University of Alabama at Birmingham, and The University of Alabama in Huntsville.
APPENDIX

POLICY ON POLICIES FLOWCHART

POLICY ON POLICIES

Step 1: Policy development or revision initiated by divisional VP

Step 2: Divisional VP submits to Executive Council for review
If no substantive revisions are made to the draft, continue to Step 3

Step 3: Divisional VP submits to Office of Counsel for review
If no substantive revisions to draft, continue to Steps 4a and 4b (simultaneously)

Step 4a: Divisional VP submits to Campus Designee for review and posting in myUAH

Step 4b: Divisional VP submits to the following for a 90 day review:
Student Government Association
Staff and Faculty Senates
Other campus entities impacted

Step 5: If no substantive revisions to the draft, the Campus Designee submits to the Chancellor's Designee for final review

Step 6: Divisional VP collects applicable signatures using the Tracking Form and submits final policy to Campus Designee for posting to website