

<b>University of North Texas at Dallas</b>	<b>Chapter 02</b>
<b>02.001 Policy Development and Management</b>	<b>Rule and Policy Development</b>

**Policy Statement.** The University of North Texas at Dallas (UNT Dallas) establishes campus policies to align operations, set behavioral expectations, mitigate institutional risk, and communicate roles and responsibilities. All campus policies should impose the minimum burden on those impacted and be consistent with achieving the stated objectives. This Policy provides for a consistent, transparent, and inclusive policy development process; an identified authority for approving, maintaining, and rescinding a policy; a mechanism for regular review of policy needs, compliance, and effectiveness; a consistent policy format; and an accessible electronic policy library.

**Application of Policy.** All members of the UNT Dallas community.

**Definitions.**

1. **Non-Substantive Change.** A “Non-Substantive Change” means a revision that does not materially alter the objective, meaning, scope, or intent of a Policy (*e.g.*, edits related to document formatting, grammar, punctuation, and style).
2. **Policy.** A “Policy” means any governing principle, approved in accordance with Regents Rule 02.203, that:
  - Communicates and supports the values, standards, and expectations of the University;
  - Guides the behaviors, decisions, and actions of each employee and individual interacting with the UNT Dallas community;
  - Ensures compliance with applicable federal and state laws, Regents Rules, and System Regulations;
  - Promotes the efficient and effective use of University resources; and
  - Manages organizational risks.
3. **Policy Action.** A “Policy Action” means the development, deletion, review, or substantive revision of a Policy.
4. **Policy Manual.** A “Policy Manual” means the official repository of all UNT Dallas policies adopted in accordance with applicable Regents Rules and published on the dedicated University policy website; <https://www.untDallas.edu/hr/upol>. Every Policy published on the University policy website is an official Policy of UNT Dallas and takes precedence over any version appearing elsewhere.
5. **Procedure.** A “Procedure” means a process that outlines how the University implements Policy objectives. Only a procedure that provides a right protected by law or is mandated by Regents

Rule or System Regulation is required to be included in a Policy. Any other procedure may be referenced or cited in a Policy.

6. **Regents Rule**. A “Regents Rule” means guidance adopted by the UNT System Board of Regents. A Regents Rule establishes fundamental principles. A Regents Rule is intended to be enduring rather than responses to a particular issue.
7. **Responsible Office**. The “Responsible Office” is the primary office responsible for developing, administering, maintaining, reviewing, and updating a Policy.
8. **Responsible Officer**. The “Responsible Officer” is the principal of the Responsible Office who is charged with carrying out the responsibilities of the Responsible Office.
9. **Substantive Change**. A “Substantive Change” means a revision that materially alters the objective, meaning, scope, or intent of a policy. A Substantive Change may include but is not limited to:
  - The addition or deletion of a definition;
  - A change in a Responsible Office or Responsible Officer;
  - A revision in the application of a Policy; or
  - An adjustment to reflect current operational practices or updates in the law, Regents Rule, or System Regulation.
10. **System Regulation**. A “System Regulation” means a directive adopted by the Chancellor that applies to every UNT System component and employee.

### **Responsibilities.**

1. **General Guidelines.**
  - A. Every UNT Dallas Policy is approved and signed by the UNT Dallas President, including any Policy that requires approval by the Board of Regents. Every approved Policy is titled and assigned a chapter with a three-digit designation. Each approved Policy is published and maintained on the UNT Dallas Policy website: <https://www.untDallas.edu/hr/upol>.
  - B. **Policy Requiring Board of Regents Approval.** Any Policy requiring approval by the Board of Regents in accordance with a Regents Rule, must be submitted to the Board for approval prior to adoption.
  - C. **Contract Disclaimer.** Per Regents Rule 02.204, no provision contained in an approved UNT Dallas Policy shall create a contract, expressed or implied, with any individual or organization.
  - D. **Legal Review.** Per Regents Rule 02.206, before a new Policy is approved for posting on the

UNT Dallas Policy website or an existing Policy undergoes a Substantive Change, it must be reviewed and approved for legal sufficiency by the UNT System Office of General Counsel (OGC).

- E. Conflicts.** Per Regents Rule 02.207, if an approved UNT Dallas policy conflicts with a Regents Rule or System Regulation, the Regents Rule or System Regulation takes precedence. If a provision of an approved UNT Dallas Policy conflicts with a law, Regents Rule, or System Regulation, the invalid provision shall be construed in a manner that gives force and effect to all other provisions in the Policy, to the extent possible. If any invalid provision cannot be construed to render it valid, that provision shall be construed as narrowly as possible or, if necessary, deleted to give full force and effect to the Policy.
- F. Charters and Bylaws.** For internal governance, any recognized UNT Dallas organization may adopt a charter or bylaw. With the exception of any charter or bylaw adopted and published by the UNT Dallas Faculty Senate, a charter or bylaw adopted and published by a recognized UNT Dallas organization does not need approval by the UNT Dallas President. In accordance with Regents Rule 06.104, any proposed UNT Dallas Faculty Senate charter or bylaw must be approved by the UNT Dallas President prior to adoption and publication. No charter or bylaw may usurp or conflict with any approved UNT Dallas Policy, System Regulation or Regents Rule.
- G. Policy Effective Date.** A Policy takes effect the date it is approved by the UNT Dallas President unless a different date is stated in the Policy.
- H. Policy Review.** The Responsible Officer is responsible for reviewing the policy every four years, unless otherwise stated in the policy.
- I. Non-Substantive Changes.** Implementing a Non-Substantive Change, as determined by the Director of University Accreditation and Policy, does not require routing through the normal approval process or legal sufficiency review.
- J. Procedures Required to be in Policies.** Only a procedure deemed necessary to provide a right protected by law or that is mandated by a Regents Rule or System Regulation is required to be included in a Policy.
- K. Severability.** If any provision or application of a Policy is interpreted by the OGC as invalid, and the invalidity of the specific provision or application does not affect other provisions or applications of the Policy that can be given effect without the invalid provision or application, the invalid provision or application is deemed severable and may be removed from the Policy.
- L. Computation of Time.** In computing period of days, the first day is excluded and the last day is included. If the last day of any period is a Saturday, Sunday, or legal holiday, the period is

extended to include the next day that is not a Saturday, Sunday, or legal holiday. Unless otherwise specified in the Policy, the term “day” means a business day.

- M. Policy Deletion.** Prior to a Policy being removed from the UNT Dallas Policy website, it must be reviewed to verify that it is not required by law, Regents Rule, or System Regulation. If it is determined that there are provisions or applications in Policy that are required, those provisions or applications must be adequately addressed in another current Policy or adjustments must be made in a current Policy to include those provisions or applications before the subject Policy may be deleted from the UNT Dallas Policy website.

**2. Responsible Units.**

- A. Responsible Officer.** Each Responsible Officer, in collaboration with the Director of University Accreditation and Policy, is responsible for the development, review, update, and deletion of every Policy under their control as required by law, Regents Rule, System Regulation, or by an institutional initiative or operational change. Accordingly, each Responsible Officer must verify that a Policy under their control:
- i. Does not contradict, duplicate, or incorporate any existing UNT Dallas Policy;
  - ii. Is consistent with every Regents Rule and System Regulation;
  - iii. Satisfies accrediting bodies and external industry/professional association requirements, as applicable;
  - iv. Is sufficiently clear so that any substantive question concerning execution of or compliance with a Policy can be answered;
  - v. Provides the guidance necessary to achieve a Policy objective;
  - vi. Clearly explains any decision-making required processes; and
  - vii. Is reviewed no less than every four years.
- B. Policy Advisory Committee (PAC).** The Policy Advisory Committee (PAC) is responsible for reviewing and assessing each Policy to ensure it is consistent with the mission of UNT Dallas before it is submitted to the UNT Dallas President for approval. The PAC is charged with reviewing and assessing every proposed new Policy, substantive revision, and rescission.
- C. Office of General Counsel (OGC).** The OGC is responsible for reviewing every new Policy, every Substantive Change to an existing Policy, and any proposed deletion of an existing Policy. The OGC reviews each Policy to determine consistency with applicable law, identify and address any legal risk, and improve legal defensibility. This legal sufficiency review

consists of:

- i. Analyzing each Policy and any associated procedures to determine compliance with applicable federal and state constitutional and statutory law, regulations, attorney general opinions, executive orders, Regents Rules, and System Regulations;
- ii. Identifying any potential legal risk that might arise from the use of a particular word, term, or phrase, from the way the Policy is structured, or from any associated procedures; and
- iii. Recommending guidance to correct any noted legal deficiency.

If a Policy or a provision of a Policy is determined to be legally insufficient, the OGC will inform the Director of University Accreditation and Policy and recommend guidance that brings the Policy into compliance. The OGC is responsible for notifying the Director of University Accreditation and Policy of any Policy that requires approval by the Board of Regents. Only a Policy OGC deems legally sufficient may be submitted to the UNT Dallas President for approval, signature and adoption.

- D. UNT Dallas President. The UNT Dallas President is charged with reviewing and approving every proposed new Policy, substantive revision, and rescission prior to adoption.
- E. Board of Regents. The Board of Regents is responsible for reviewing and approving any Policy if required by a Regents Rule.
- F. Director of Accreditation and Policy Director. Responsible for the administration and management of every UNT Dallas Policy, the Director of Accreditation and Policy Director routes every proposed Policy action for approval in accordance with this Policy and the process detailed in the UNT Dallas Policy Development Guide. The Director of Accreditation and Policy Director is responsible for:
  - i. Coordinating and managing the Policy process;
  - ii. Facilitating the development, review, and approval of any proposed Policy action;
  - iii. Serving as a Policy resource for the UNT Dallas PAC, including providing historical information related to any Policy under consideration;
  - iv. Retaining an official copy of every adopted Policy;
  - v. Maintaining the UNT Dallas Policy website;

- vi. Publishing every current Policy; and
- vii. Archiving every superseded and deleted Policy, routing and approval form, and other Policy development documentation in accordance with applicable records and retention requirements.

**References and Cross-References.**

- UNT System Board of Regents Rule 02.200; *System, System Administration, and Institution Policy Development*
- UNT System Board of Regents Rule 06.100; *Shared Governance*

**Forms and Tools.**

- UNT Dallas Policy Development Guide
- UNT Dallas Policy Routing & Approval Form
- UNT System Policy Style Manual
- Policy Template

<b>Responsible Officer:</b>	Director of Accreditation and Policy
<b>Responsible Office:</b>	Office of the President
<b>Origination Date:</b>	09/01/2010
<b>Effective Date:</b>	08/12/2021
<b>Date of Last Review:</b>	01/29/2021