



NORTH CAROLINA A&T STATE UNIVERSITY
PROCEDURES FOR ADDING OR REVISING
UNIVERSITY POLICIES

Supplement to University Policy 1106, Policy on Policies

Procedures

1. Proposed new policies or revisions to existing University policies may be requested by the Board of Trustees, Chancellor, Office of Legal Affairs, or Cabinet members (or designees). Responses to requests should be sent to the Office of Legal Affairs (OLA) in accordance with University Policy 1106, Policy on Policies. Policies may also be developed by policy initiators.
2. OLA shall determine and assign numbering and nomenclature for each University policy.
3. When OLA receives a request for a new policy or for revisions to an existing policy, OLA shall review the new policy draft or revision, or work with the Responsible Office to draft the new policy or revision. OLA will make recommendations as to form, format, clarity, substance, and legal implications. OLA shall direct that the Policy Owner who oversees the Responsible Office shall approve the final draft before it is further processed.
4. Upon approval by the relevant Policy Owner, the Responsible Office shall submit the following to OLA for initial review before submitting it to the Cabinet:
 - (a) an explanatory memorandum; and
 - (b) a redlined copy of a revised policy showing the proposed additions and deletions; or
 - (c) a clean copy of a new policy.
5. When OLA determines that the new or revised policy is in good legal form and has been approved by the Policy Owner, OLA shall provide its feedback to the Responsible Office or Policy Owner.
6. After initial review by OLA and approval by the Cabinet, OLA shall post the policy for review and comment by the University community in the "Draft Policies Awaiting Final Approval" section of the University's official policy website. Policies shall be posted for comment for a minimum period of two weeks.
7. OLA or its designee shall send an email to the President of Faculty Senate, the Chair of the Staff Senate, and the Provost (for review and comment by the Deans' Council) announcing the posting.

8. OLA will collect all comments and recommendations made by Cabinet members and/or their designees prior to the Cabinet meeting in which the policies are discussed, and work with the Policy Owner or Responsible Office to address questions or concerns raised in the comments.
9. After considering any feedback or recommendations received, the Cabinet member proposing the policy may place the matter on the Cabinet agenda and present the proposed new or revised policy to the Cabinet for final review and approval. Comments received prior to the meeting may be discussed during the Cabinet meeting.
10. If the Chancellor determines that further editing or revision of the policy is necessary after Cabinet discussion, OLA will work with the Responsible Office to draft revisions in order for the Cabinet member proposing the policy to re-submit the revised draft policy to the Cabinet at its next meeting following finalization of any revisions; or present the revised draft policy to the Chancellor without a Cabinet meeting if requested by the Chancellor.
11. The above procedures may be repeated until the policy revisions are approved, or until the Chancellor decides not to further pursue a new or revised policy.
12. Once the Chancellor decides that a new or revised policy should be approved, the policy will be submitted to the final decision-making authority for approval.
 - (a) If the Chancellor is authorized to approve the policy, OLA will work with the Policy Owner or Responsible Office to provide a final draft of the policy for the Chancellor's signature. The approval process is complete when the Chancellor indicates his or her approval by signature. The Chancellor will return a copy of the signed policy to OLA.
 - (b) After approval by the Chancellor and Cabinet, University policies within the purview of the Board of Trustees shall be presented to the Board of Trustees for review and approval. The matter will be placed on the Board of Trustees agenda for the next regular meeting along with a copy of an explanatory memo describing reasons for revision or new policy, and a final draft of the policy. Once the Board of Trustees approves the policy, the approval process is complete. The liaison to the Board of Trustees will return a copy of the signed policy to OLA.
 - (c) For an Administrative policy, after approval by the Chancellor and Cabinet, the policy shall be presented to the Chancellor and Cabinet member who proposed the policy for signature.
13. When proposed policies have received final approval, OLA will:
 - (a) post the new or revised policy on OLA's University Policies web page;
 - (b) highlight new policies and revisions on the Policies website; and

- (c) submit an announcement for University-wide distribution and request that Cabinet members distribute the policies within their units.
14. OLA will work with Information Technology to maintain a digital copy of previous (expired) versions of policies on the Policies website “Archives.”
15. Under exceptional circumstances, the Chancellor may issue interim University policies without the review process set forth above. The Responsible Office or Policy Owner should promptly initiate the steps described above for review and approval of final University policies.

General Format Instructions

Each University and Administrative policy shall be drafted on the Policy Template or be formatted as follows:

- (1) Paper Specifications:
 - (a) 8½ by 11-inch plain white paper;
 - (b) one side of the sheet only; with one-inch margins on all sides;
 - (c) black ink;
 - (d) on first page, chapter number and name, capitalized, bold, and centered;
 - (e) University Policy Number and name, capitalized, bold, and centered on the line beneath chapter number and name;
 - (f) text of policy in non-bold 12-point font size using Times New Roman;
 - (g) portrait print (8½ x 11);
 - (h) insert page number in the format “Page x of x” in the bottom right corner for all policies exceeding one page in length;

- (2) Policy History Specifications:
 - (a) the first line shall start with the words "Policy History," and be on the second line following the body of the policy;
 - (b) the effective date of the original adoption or effective date of the policy shall be on the next line of the “Policy History” and shall be indicated with the abbreviation "Eff." followed by the date;
 - (c) on the line following the "Eff." date, the revised dates shall be preceded with the words "Revised Eff." and the dates shall be listed in chronological order, with the most recent revised date listed last;
 - (d) an Interim Policy shall be listed as a separate item in the Policy History note with the following words: "Interim Policy (Adoption or Repeal) Eff. (date)";
 - (e) the repealed date of a Policy shall be the last line of the Policy History and start with the words "Repealed Eff." followed by the date;
 - (f) all items in the Policy History shall be separated by semicolons with the last line ending with a period;
 - (g) all Policy History shall be in chronological order; and
 - (h) all dates in the Policy History note shall be complete with the month spelled out and shall not contain any abbreviations;

- (3) Authority:
 - (a) an approving authority shall be listed for all policies;
 - (b) the approval authority shall be listed on the second line following the Policy History;
- (4) The Policy Owner shall be listed on the second line following the Authority;
- (5) The Responsible Office shall be listed on the second line following the Policy Owner; and
- (6) Resources shall begin on the second line following the Responsible Office and shall include links to relevant laws, related policies and websites, and supplemental documents.