



**NORTH CAROLINA A&T STATE UNIVERSITY**  
**PROCEDURES FOR DEVELOPING, REVISING, AND**  
**ADOPTING UNIVERSITY POLICIES**

**Appendix A to University Policy 1106, Policy on Policies**

**Section 1.0                    Proposing New Policy or Revision to Existing University Policy**

Any individual, including faculty, staff, students, Board of Trustees members, the Chancellor, and Cabinet members may propose new policies or revisions to existing University Policies.

**Section 2.0                    Developing a University Policy**

- (a) Determine Need - Individuals proposing the new or revised policy, Policy Owner, or Responsible Office, in consultation with the Office of Legal Affairs, must confirm the need for the policy after considering whether:
  - (1) The proposed policy meets the criteria and definition of a University Policy;
  - (2) An alternative such as workforce guidance or procedures would be a more effective and efficient approach;
  - (3) One or more existing University policies addresses or resolves the identified need; and
  - (4) The implications of the policy, including risks, costs, and adoption of the proposed policy require new resources or reassignment of existing resources.
  
- (b) Develop Draft - Policy Owners or Responsible Offices must develop a draft policy in consultation with key campus stakeholders.
  - (1) If a proposed University Policy involves matters within the administrative authority of more than one Cabinet member, both Cabinet members must consult and designate a Responsible Office and/or individual(s) to develop a draft policy in consultation with key campus stakeholders.
  - (2) The Responsible Office must notify the Office of Legal Affairs (“OLA”) early in the policy development or revision stage.
  - (3) When OLA receives notice of a request for a new University Policy or for revisions to an existing University Policy, OLA will collaborate with the Responsible Office and make recommendations as to form, format, clarity, substance, and legal implications.
  - (4) Although OLA will collaborate with the Responsible Office in developing or revising the policy, the Responsible Office must obtain any necessary interval approvals from the Policy Owner.

**Section 3.0                    Office of Legal Affairs Review and Approval**

- (a) Upon completion of a proposed policy draft, the Responsible Office or Policy Owner must submit the following to OLA for approval before placing it on the Cabinet Agenda for initial presentation to the Chancellor and Cabinet.
  - (1) A policy drafted on the applicable approved template with a summary of the policy;  
and
  - (2) A redlined copy of a *revised* policy showing the proposed additions, deletions, and/or

changes with a summary of the reason for and highlight of major changes along with a clean copy; or

- (3) A clean copy of a new policy.
- (b) When OLA determines that the new or revised policy is in good legal form and has been approved by the Policy Owner, OLA will review the proposed draft policy and provide feedback to the Responsible Office or Policy Owner. OLA may request responses to questions, revisions for clarity, or recommend other changes to the proposed draft.
- (c) The Responsible Office or Policy Owner must address the feedback and obtain OLA's approval to move the proposed draft forward before requesting to bring it before the Chancellor and Cabinet.

#### **Section 4.0 Approval to Post for Public Comment**

- (a) Upon OLA's approval to move the policy forward to the Cabinet, the Responsible Office or Policy Owner must provide copies of the proposed policy (redline and clean for revisions, and clean for a new policy) and prepare a PowerPoint Presentation highlighting the reason for the new or revised proposed draft, major provisions, and impact for the Cabinet presentation (generally no more than five substantive slides).
- (b) The Policy Owner is responsible for requesting that the proposed draft policy be placed on the Cabinet Agenda for review, discussion, and approval to post for comments.
- (c) If the Chancellor determines that further editing or revision of the proposed draft policy is necessary after Cabinet discussion, OLA will collaborate with the Responsible Office for its revisions in order that the Policy Owner may re-submit the revised draft policy to the Cabinet a subsequent meeting following finalization of any revisions.

#### **Section 5.0 Posting for Public Comment**

- (a) If the Chancellor, after consultation with the Cabinet, approves the proposed draft for posting for public comments, the Policy Owner must submit a copy of the approved version of the policy proposed to the Office of Legal Affairs.
- (b) Upon receipt of the approved draft to post for public comments, OLA will send notice of the proposed policy by email, announcing the posting with instruction on how to submit comments to the following:
  - (1) Chair of Faculty Senate;
  - (2) Chair of the Staff Senate;
  - (3) Provost and Executive Vice Chancellor for Academic Affairs (for review and comment by the Deans' Council);
  - (4) Office of University Relations for inclusion in the *A&T Announcements* University-wide communications; and when applicable,
  - (5) Student Government Association President; and
  - (6) Student Government Association Attorney General.
- (c) The Office of Legal Affairs will post the policy for review and comment in the "Draft Policies Awaiting Final Approval" section of the University's Policy Website.

## **Section 6.0 Public Comment Posting Period**

- (a) Policies must be posted for public comments for a minimum period of ten (10) business days.
- (b) OLA will collect all public or other comments, questions, and recommendations.
  - (1) OLA will forward all comments, questions, and recommendations to the Responsible Office and/or Policy Owner for review, consideration, and action as appropriate upon receipt.
  - (2) OLA will also meet with the Responsible Office and/or Policy Owner to discuss and ensure consideration of all comments, questions, or recommendations received.

## **Section 7.0 Request for Final Approval and Adoption as University Policy**

- (a) After consideration and actions resulting from the comments, the proposed policy may be brought back to the Cabinet and Chancellor for final adoption as a University Policy.
- (b) The Policy Owner is responsible for requesting that the proposed policy be placed on the Cabinet Agenda for discussion and final approval and adoption as a University Policy (or when applicable, for approval to bring before the Board of Trustees for approval and adoption).
- (c) For University Policies within the Chancellor's final approval and adoption authority, the Policy Owner must submit a copy of the version for which final approval and adoption is sought and must inform the Chancellor and Cabinet of any substantive changes resulting from the comment period or since the proposed policy was last before the Chancellor. The approval process is complete when the Chancellor indicates final approval and adoption of the policy.
- (d) For University Policies that require review and approval by the Board of Trustees prior to adoption, the Policy Owner, in consultation with the General Counsel, will determine when to present the University Policy to the Board of Trustees for approval.
  - (1) After approval by the Chancellor, the Policy Owner may place University Policies within the purview of the Board of Trustees on the agenda for the next Board of Trustees meeting. University Policies that may advance to the Board of Trustees for approval and adoption generally relate to:
    - University governance and describe the composition, powers, and duties of the Board of Trustees, the Chancellor, or University Faculty or Staff Senate;
    - University By-Laws (e.g., academic appointment and tenure; grievances; leaves of absence; naming of facilities; intellectual property; the establishment of new campuses, colleges, or centers; expressions of dissent; and student residency);
    - Codes or standards of conduct;
    - High-level University financial operations such as investments and the establishment of, or significant changes in existing, major University fiscal policies (e.g., capital expenditures).
  - (2) The proposed University Policy must be assigned to a standing committee of the Board of Trustees for review and approval before proceeding to the full Board of Trustees for final adoption.

- (3) The Policy Owner must provide a copy of the proposed policy and an explanatory memo or PowerPoint presentation highlighting the reason for the new or revised policy, major provisions, and impact for discussion and final approval and adoption by the Board of Trustees. The approval process is complete when the Board of Trustees indicates final approval and adoption of the policy.

### **Section 8.0 Final Approved and Adopted University Policy**

- (a) The Policy Owner must submit a copy of the version of the University Policy that was adopted by the Chancellor or Board of Trustees (as applicable) to the Office of Legal Affairs within five (5) days of final adoption. Upon receipt of the final policy version adopted, OLA will:
  - (1) Post the new or revised policy on the University's Policy Website;
  - (2) Highlight new policies and revisions on the Policies website; and
  - (3) Submit to University Relations for University-wide distribution.
- (b) OLA will work with Information Technology Services to maintain a digital copy of previous (expired) versions of policies on the Policies website "Archives."

### **Section 9.0 Rescinded Policies**

- (a) The Cabinet (and Board of Trustees when applicable) must be informed and a brief explanation provided when University Policies are being rescinded.
- (b) Notice to the Cabinet or BOT must indicate whether the Cabinet and/or BOT must act on the rescission and the action requested, when applicable).
- (b) Notice of rescinded policies will be published to the campus community in the *A&T Announcements* and noted on the Policies website.

### **Section 10.0 Distribution and Contacts**

Disseminating printed versions of University Policies is disfavored because policies are often updated, leading to potential inconsistency between print versions and the most current approved version published on the University Policy Website.

Questions about University Policies or supplemental resources should be directed to the Office of Legal Affairs by phone to (336) 334-7592 or email to [policy@ncat.edu](mailto:policy@ncat.edu).

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