| FLORIDA | OFFICIAL |
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| POLYTECHNIC | UNIVERSITY |
| UNIVERSITY | POLICY |

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| **Subject/Title:** Policy Creation and Development Process- Non-Academic Policies |
| **FPU Policy Number:**FPU-1.001P |
| _X_ New Policy __ Major Revision of Policy __ Minor Technical Revision of Policy |
| **Date First Adopted**: July 1, 2013 |
| **Date Revised:** |
| **Responsible Division/Department: President's Office** |
| **Initiating Authority: General Counsel** |

## A. APPLICABILITY/ACCOUNTABILITY:

These guidelines on university policies and related procedures are applicable to all members of the university community.

## B. POLICY STATEMENT:

Florida Polytechnic University is governed by state and federal statutes, regulations and guidelines of the Florida Board of Governors, and university regulations. The university adopts policies and related procedures to dictate and guide the operations of the university when statutes, regulations, and guidelines do not provide specific guidance or do not offer procedures or implementation directives necessary for efficient university operations.

Policies should neither conflict with provisions contained in applicable laws or regulations, nor merely restate or duplicate those provisions. When an existing University policy conflicts with a law, Florida Board of Governors regulation, or university regulation such law or regulation shall take precedence over the University policy.

While this policy is not intended to address the University's regulation promulgation process, care should be taken to ensure that a proposed policy does not rise to the level of a "rule" as defined in Section 120.52, Florida Statutes. Policies are not regulations if they are focused exclusively on internal management and do not affect the private interests of any person. Any questions regarding the University's regulation promulgation process or whether a policy meets the definition of a regulation should be directed to the General Counsel's Office.

The University Policies and Procedures Manual is the official repository of non-academic university policies and related procedures. The Manual may be reviewed online.

## C. DEFINITIONS:

**1. Policy-**a statement of management philosophy or practice established to provide direction and assistance to the university community in the conduct of university business or activities that directly and substantially affect multiple units, departments, or divisions with respect to their operations at the university. Policies must not conflict with statutes, regulations or guidelines applicable to the university. Policies may include related procedures.

**2. Stakeholder-** a person, unit, department, or division within the university community interested in the terms and operation of the policy because it directly affects their role, responsibilities, and/or operations at the university.

**3. University Policies and Procedures Committee- (the "Policies Committee")** a committee designated and appointed by the University President to act as the central body for making recommendations regarding the creation, updating, and management of non-academic university policies. The General Counsel or his or her designee will serve as an ex-officio member of the committee in a non-voting capacity.

**4. University President-** the current President/Chief Operating Officer of Florida Polytechnic University.

## D. PROCEDURES:

### 1. Initiation and Approval Process

(a) The University President, Vice Presidents, the General Counsel, and representatives of the Policies Committee (each an "initiating authority") determine the need to create a new non-academic policy or revise or eliminate an existing policy.

(b) The initiating authority or his or her designee oversees the creation of a draft of the policy following the instructions provided below.

(c) When the initiating authority has a working draft of the new policy, he or she allows stakeholders to review the draft and provide comments. The initiating authority takes such comments into account and sends the proposed policy to the Policies Committee.

(d) When the Policies Committee determines that the proposed policy is acceptable, the chair of the Policies Committee forwards the final draft to the University President.

(e) The University President forwards the policy to the Board of Trustees if the Board of Trustees is required by law or regulation to approve the policy.

(f) Finally, if the University President approves the policy, the University President signs the policy and the policy is assigned a number, if new, the policy is incorporated into the Policies and Procedures Manual, and the policy is posted on the University's website.

### 2. Instructions for Drafting University Policies

The initiating authority must submit proposed policies and related information on the policy template (see attached Form) and must include the following:

The subject/title of the policy

The university division/department responsible for the policy

The title of the initiating authority for the policy (president, vice president, general counsel, or Policies and Procedures Committee—no others can initiate a policy))

Applicability or Accountability

Policy Statement

Definitions, if any are needed

Procedures, if any are needed, to implement the policy

The proposed policy may also contain the following information as necessary:

General policy or preamble summarizing policy

Background information

Related information

Related documents

Contacts

Forms

3. **Maintenance of the Policies and Procedures Manual**

The General Counsel's Office will maintain the Policies and Procedures Manual and post the policies on the website.

4. **Dissemination of Information about a New or Revised Policy.** A university policy may be announced by e-mail or released in a memorandum by the initiating authority; however, the policy itself must be provided in the form signed by the University President and found in the University Policies and Procedures Manual.

5. **Other Policies.** Colleges, centers, institutes, departments and units may have policies and procedures specific to their operations, but those will not be included in the University Policies and Procedures Manual. Any such policies and procedures must not conflict with statutes, regulations or guidelines of the Board of Governors, or university regulations or policies.

**E. FORMS:**

University Policy Template (attached.)

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POLICY APPROVAL

Policy No.: _FPU-1.001P_

_Regina DiSulto_

Initiating Authority                                      6·24·13
                                                          Date

_Kristin J Wharten_

Policies & Procedures Review Committee Chair              6-28-13
                                                          Date

_[signature]_                                             7-1-13
                                                          Date

President/Designee

Approved by FPU BOT, if required                          6-25-13
                                                          Date

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6.17.13

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## A. APPLICABILITY/ACCOUNTABILITY:

## B. POLICY STATEMENT:

## C. DEFINITIONS: [if any are necessary]
1.

## D. PROCEDURES: [if any are necessary]
1.

POLICY APPROVAL

Policy No.: _____

_____          _____
Initiating Authority                              Date

_____          _____
Policies & Procedures Review Committee Chair          Date

_____          _____
President/Designee                               Date
Approved by FPU BOT, if required
                                                 _____
                                                 Date

Form: University Policy Template 1- 6.17.13