Policy on Policies

Effective Date: July 1, 2013
Policy No: 101  
Policy Name: Policy on Policies  
Policy Subject: Process for implementing, revising or revoking university-wide policies  
Effective Date: July 1, 2013  
Date Revised:

I. Purpose

This policy creates uniform procedures for the orderly development, amendment, revocation, review and approval of policies related Tennessee Tech’s university-wide procedures.

II. Review

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Office of the University Counsel with recommendations for revision presented, at a minimum, to the University Assembly.

III. Scope

This policy applies to all policies, guidelines, rules, procedures or any document, by whatever name, that have university-wide application.

IV. Definitions

A. “Council”—Administrative or Academic Council, as defined by Tennessee Tech policy.
B. “Direct Report”—Any person who reports directly to the President, regardless of the title of that person.
C. “Policy”—Written statement duly approved by the President that provides specific directions or processes for effectuating the purpose of the statement.
D. “Standing Committee”—Committees officially recognized in policy by Tennessee Tech.
E. “University-Wide”—Describes policies or procedures that apply uniformly to all similarly-situated individuals, divisions and departments. Examples of such policies or procedures include, but are not limited to, travel reimbursement policies, use of accrued leave policies, nondiscrimination policies, etc. Policies or procedures that relate to a single division or to the internal processes of divisions are not considered “university-wide.”
F. “University Assembly”—the Academic Council and the Administrative Council meeting together as one body, as defined by Tennessee Tech policy.

V. Procedures

A. Proposals

1. Anyone at Tennessee Tech (“the proposer”) may propose a new university-wide policy, an amendment to an existing university-wide policy, or
revocation of a university-wide policy by following the procedures outlined in this section.

2. The proposer of

   a. a new university-wide policy must submit the proposal to his/her supervisor or the appropriate standing committee using this Policy Proposal Template http://www.tntech.edu/files/policies/PolicyProposalTemplate.docx ;

   b. an amendment to an existing university-wide policy must submit the proposal to his/her supervisor or the appropriate standing committee using this Policy Proposal Template http://www.tntech.edu/files/policies/PolicyProposalTemplate.docx ;

   c. a revocation of a university-wide policy must submit the proposal to his/her supervisor or the appropriate standing committee using this Policy Proposal Template http://www.tntech.edu/files/policies/PolicyProposalTemplate.docx ;

3. In cases where the proposal is not submitted directly to a standing committee, the supervisor may recommend to his/her supervisor that the proposal be considered by the vice president in charge of the proposer’s division and any other vice president whose division has a substantial interest in the proposal’s subject matter. Each supervisor in the proposer’s chain of command must similarly review the proposal and recommend it to the next level supervisor until the recommended proposal reaches the vice president’s level.

4. In cases where the proposer is a vice-president or Direct Report to the President, the proposer must discuss the proposal with any other vice president, Direct Report, or Standing Committee that has a substantial interest in the proposal’s subject matter before submitting the proposal to a Council.

5. In addition to the procedures outlined above, all proposals must be reviewed by the university counsel before being submitted to a Council.

6. A Council may propose a new university-wide policy, an amendment to an existing university-wide policy, or revocation of a university-wide policy by following the procedures outlined in Section V.B.

7. The President may submit proposals directly to a Council or the University Assembly.

B. Draft policies

1. If the appropriate vice president(s) determines that the proposal warrants consideration for adoption, the vice-president(s) or designee will draft a policy for review by the appropriate Council(s) that adheres to the following:

   a. the draft policy must conform to the Policy Template http://www.tntech.edu/files/policies/PolicyTemplate.docx ; and
b. the draft policy must be accompanied by a draft Communication and Implementation Plan
http://www.tntech.edu/files/policies/Communication-ImplementationPlan.docx;

2. The Council will review the draft policy and implementation plan to determine their appropriateness in light of Tennessee Tech’s mission, priorities, and other obligations or considerations.

3. The Council may, in its sole discretion, accept the draft policy and/or implementation plan as submitted, request additions or deletions or reject the draft policy and/or implementation plan in whole or in part.

4. If the Council determines that the draft policy and implementation plan is appropriate, the Council will submit the draft policy and implementation plan to university counsel for legal review.

5. After university counsel has reviewed the policy, the Council will determine the appropriate reviewing bodies and submit the draft policy and, if appropriate, implementation plan to them for further comment.

6. If appropriate, the Council may also seek comments from the Tennessee Tech community by making the draft policy available electronically for review and comment.

7. The Council will take into consideration the comments received but may, in its sole discretion, act on the comments as it deems appropriate.

8. The Council will submit the draft policy and implementation plan to university counsel for a second legal review if the Council has revised the draft policy or implementation plan.

9. The Council will submit the draft policy and implementation plan to the University Assembly, if appropriate.

10. Upon completion of this review process, the draft policy and implementation plan must be submitted to the President for final review and approval.

C. Approval

1. Subject to Section VI.B, only the President has the authority to issue Tennessee Tech policies and has final review and approval of all university-wide policies and implementation plans.

2. The President may, in his/her sole discretion, approve the draft policy and/or implementation plan as submitted, request additions or deletions or reject the policy in whole or in part.

3. If the President approves the draft policy and implementation plan as submitted or with minor edits, the President’s office will submit it to the Office of the University Counsel for official publication by the Tennessee Tech.

4. The vice presidents, Direct Reports or their designees are responsible for implementation of policies within their areas of responsibilities as described in the implementation plans required in Section V.B.1.b.
5. Subject to Section VII, approved policies will go into effect on January 1 or July 1, whichever comes first, after the President approves the policy unless otherwise expressly indicated by the policy.

VI. Responsibilities

A. All vice presidents, Direct Reports, or their designees are responsible for identifying and addressing in a timely manner the policies within their areas of responsibilities that need to be created, revised or withdrawn due to changes in Tennessee Board of Regents policies or in federal or state laws, rules or regulations.
B. The Office of the University Counsel is responsible for determining that the proper procedures, review, and approval have occurred for new and revised policies.
C. The Office of the University Counsel in conjunction with the Office of Communications & Marketing is responsible for publishing and maintaining approved policies on Tennessee Tech’s website.
D. All vice presidents, Direct Reports, or their designees are responsible for ensuring that withdrawn or amended policies within their areas of responsibilities are removed or updated in all University publications, including electronic formats.
E. The Office of the University Counsel is responsible for archiving superceded or withdrawn policies for the length of time required under applicable document retention policies.

VII. Exigent Circumstances

A. The President has the authority to implement a policy or interim policy, waive provisions of existing policies, or sign policies without the full procedural review as described in Section IV if, in the President’s sole discretion, he/she believes such action is necessary. The President may direct the appropriate vice president or Direct Report to submit as soon as reasonably possible the excepted policy for full procedural review as described in Section V.
B. In exigent circumstances where the President is unavailable, the appropriate vice president or Direct Report after consultation with the President’s Cabinet may implement an interim policy, waive provisions of existing policies, or sign policies without the full procedural review as described in Section IV, if he/she believes such action is necessary to meet exigent circumstances. The vice president or Direct Report will submit as soon as reasonably possible the excepted policy for full procedural review as described in Section V.

VIII. Conflicts
A. All policies must be consistent with federal and state laws, rules or regulations, as well as consistent with Tennessee Board of Regents’ policies and guidelines. Any provision of any policy that conflicts with controlling laws, rules, regulations, policies or guidelines will be considered null and void.

B. In cases where a new or revised university-wide policy conflicts with another policy, the newer university-wide policy will prevail.

C. In cases where a new or revised university-wide policy conflicts with departmental or divisional written or oral statements concerning the subject matter of the university-wide policy, the new or revised university-wide policy will prevail.

D. In cases where a policy is withdrawn, all other written or oral statements concerning the subject matter of the withdrawn policy are also withdrawn.

IX. Interpretation

The President or his/her designee has the final authority to interpret the terms of this policy.

X. Effective Date

This policy shall become effective upon approval by the President and shall apply to all university-wide policies created, revised or withdrawn after its effective date.

XI. Citation of Authority

Tennessee Board of Regents Policy 1:03:02:00: Duties of the Presidents and Technology Center Directors

RESPONSIBLE PROPOSER

REVIEWED: UNIVERSITY ASSEMBLY

REVIEWED:

APPROVED:

PRESIDENT

DATE

DATE

DATE

DATE