I. DEFINITIONS

"Administrative Policy" – a Policy which:
   (a) implements
      (1) a federal or state legal requirement (such as the Family and Medical
          Leave Act);
      (2) a policy, regulation, or guideline of the University of North Carolina
          system (such as the tenure policy or the conflict of interest policy); or
      (3) an A&T University Policy (such as this Policy);
   (b) affects matters of operation rather than governance, or
   (c) does not affect more than one Division. Since policies for the Division of
       Research and Economic Development (DORED) primarily affect only
       faculty members, the process of review and approval of DORED policies
       will be similar to the process of review and approval of policies in the
       Division of Academic Affairs.

The Student Government Constitution shall be treated as an Administrative Policy.

"Interim Policy" – a Policy issued by the Chancellor when a University Policy must be
established in a time period too brief to permit the completion of the process set out in
this Policy. An Interim Policy may remain in force until the next Board of Trustees
meeting. The Board of Trustees shall be advised of all Interim Policies.
“Policy” – a document that:

- Contains an official, concise statement of principles and/or actions to guide the governance and/or operations of the University or its Units on a particular issue or subject matter;
- Supports compliance with applicable statutes and regulations, promotes operational efficiencies, enhances the University’s missions, and/or reduces institutional risk;
- Requires certain actions or constraints and sets out specific procedures for compliance;
- Requires review and approval through an internal process prior to adoption or revision by the Board of Trustees, Chancellor, or other designated officers of A&T, as described in this Policy.

“Procedure” – a written statement that provides for an implementation of established Policies through specific, prescribed actions or constraints and are often more detailed than a Policy. A Procedure does not undergo the review and approval described in this Policy.

“Unit” – an administrative part of A&T, such as a division, college, school, or department.

“Unit Policy” - may be created and revised as are other policies, or may be established/revised under authority delegated to a Vice Chancellor that does not apply outside the Unit, but significantly affects activities within the Unit.

“University Policy” - a Policy concerning governance of A&T, or with application to more than one Division within the University, which should be distinguished from Procedures and from Administrative and Unit Policies. To be binding, a University Policy must be approved in accordance with this Policy.

II. Principles for Drafting or Revising a Policy:

- Should be timeless, clear, and concise;
- Should apply to all covered individuals;
- Must be at least as stringent as federal, state and any other legal requirements.
- Should contain sufficient information on the subject without being excessive in length.
- Must be regularly maintained and readily available to all members of the University community to promote accountability.

III. Approval Authority

A University Policy and any material revisions to it shall be approved by the Board of Trustees. Policies to implement a University Policy may be approved by the Chancellor.
The Board of Trustees hereby delegates to the Chancellor, in his/her discretion, the authority to approve Administrative Policies, Interim Policies, and Unit Policies and revisions to these types of policies. The Chancellor may, in his/her discretion, delegate Policy-approval authority to the Vice Chancellors to issue and revise certain Unit Policies, as the Chancellor may designate. Policies may be supplemented by Unit Procedures that describe Policy implementation practices.

Except for policies existing prior to, and not amended after, the effective date of the 2015 revised version of this Policy, only those Policies approved pursuant to this Policy will have the force of a Policy.

IV. Conflict

In the event of a conflict, a University Policy prevails over an Administrative Policy. A University or Administrative Policy controls over any and all Policies and Procedures created within a Unit of A&T.

V. Process

Each draft of a new or revised policy must have at the top of the first page a summary of the contents or revisions prepared by the Division; and if it is a revision, the revision must track the text changes from the approved policy.

For a Unit Policy, the Vice Chancellor of each Unit, consistent with this Policy, may set out the drafting and review procedures for Policies of that Unit. Each Unit shall provide a draft Policy to its Vice Chancellor for discussion and provide a business, legal, or other justification prior to receiving the Vice Chancellor’s approval. It is the responsibility of the Unit director to communicate Unit policies to the applicable Vice Chancellor or Provost. Unit policies may not be in conflict with University and Administrative Policies.

For ALL proposed new or revised policies (except Unit Policies discussed in Section III above), the Vice Chancellor of the Division drafting a new or revised Policy shall assure the content is appropriate and the format consistent with this Policy before presenting the proposed document for initial review by the Chancellor’s Cabinet (hereafter “Cabinet”) and/or Office of Legal Affairs. After initial approval by the Cabinet and review by the Office of Legal Affairs, the Policy shall be posted in the “Draft Policies” section of the Policy website controlled by the Office of Legal Affairs, for review and comment by members of the A&T community for a minimum period of two weeks. An email announcing the posting shall be sent by the Office of Legal Affairs directly to the President of Faculty Senate, the Chair of the Staff Senate, and the Provost (for review and comment by the Deans’ Council). After allowing time for feedback and after considering the feedback, the Vice Chancellor or the Office of Legal Affairs may present the proposed new/revised Policy to the Cabinet for final review and approval. Review will be facilitated if the Policy is sent to the Office of Legal Affairs sufficiently prior to review by the Cabinet.
For a University Policy, after approval by the Chancellor and Cabinet, the new/revised Policy will be presented to the Board of Trustees for review and approval.

For an Administrative Policy, after approval by the Chancellor and Cabinet, the document will be presented to the Chancellor and Vice Chancellor proposing the policy for signature.

For a Unit Policy covered by Section V., after approval by the Chancellor and Cabinet, the document will be presented to the Chancellor and Vice Chancellor proposing the policy for signature.

A policy requiring external approval by the Board of Governors or the University President shall be submitted for such approval after completing the campus review/approval process. No new/revised policy requiring Board of Governors or the President’s approval will not become operative at A&T until such approval is granted.

The Board of Trustees shall be informed of all Administrative and Unit Policies that have been approved.

Policies should be reviewed every three years, or as appropriate, and revised as needed.

VI. Policy Template

To ensure consistency in appearance, the Policy template should be used for all University, Administrative, and Unit Policies, with the appropriate type of Policy labeled in non-bold 12 point Times New Roman type beneath the name of the Policy. The Office of Legal Affairs shall assign a number to each new Policy. The template may be found at:

In numbering Policies, they shall be grouped by an initial section number, as follows:

Sec. I—Governance and Administration

Sec. II—Academic Affairs

Sec. III—Human Resources

Sec. IV—Student Affairs and Issues

Sec. V—Research and Economic Development

Sec. VI—Business and Finance

Sec. VII—Information Technology
Sec. VIII—University Advancement

Sec. IX—Athletics

The Office of Legal Affairs is hereby authorized to supplement this organizational list with new sections or sub-divisions of a section.

On the same line immediately following the section number, will be a general name for Policies of that subject matter, followed by the Policy number for Policies on that general topic. For example, a policy from Student Affairs might be labeled Sec. IV. Safety 1.0.

The name of the University on the first page of each policy shall be in bold 16 point Times New Roman type. The name of the Policy shall be in bold 14 point Times New Roman type below the University’s name. The body of all Policies shall be in Times New Roman text, 12 point type.

To be clear about the length of time a Policy has been in effect and to provide a brief history, every Policy should have near the end the date upon which it was first approved (except those which have been in effect long enough that it is not practical to determine the date of original approval) and each date upon which it was revised.

For Policies covered by this Policy, the signature of the Chancellor and applicable Vice Chancellor is certification that the Policy has been approved in accordance with this Policy. A Policy requiring approval by the Board of Governors or President shall show that approval date each time it is secured.

For Unit Policies discussed in Section III., the signature of the person delegated approval authority is proof of its approval.

It will be presumed that each Policy is effective upon the date of its approval, unless a delayed implementation date is indicated on the effective date line of the Policy near the end of the Policy.

VII. Posting of Policies

All draft Policies, after receiving initial approval by the Cabinet and review by the Office of Legal Affairs, shall be posted on the official A&T Policy website in the “Draft Policy” section. Final new/revised Policies will not be posted to the “Approved Policies” section of the A&T Policy website until receiving final approval by the Chancellor and Cabinet. A new/revised policy requiring Board of Trustees, Board of Governors, or the President’s approval will not be posted as an “Approved Policy” until such approval is granted. The Office of Legal Affairs will send a campus wide email announcing the policy approval, which will contain a summary of the new policy or revisions that was set out on the top of the draft policy.
For the convenience of users, procedures and forms related to a Policy may be posted on the Approved Policies website. Procedures and forms do not undergo the approval process set out in this Policy.

VIII. Archiving of Policies

The A&T Policy website will contain an Archive section, to make available past policies, including, as possible, their effective dates.

Approved by the Board of Trustees

Date Revision is Effective: Upon approval

First approved: September 17, 2010
Revised: April 17, 2015