I. INTRODUCTION (Purpose and Intent)

Policies and procedures are adopted to provide reference and procedural guidelines in the operation, management or implementation of the various programs, services, facilities, and activities unique to University of South Florida (USF) Tampa. The University of South Florida is a System of higher education composed of multiple campuses and separately accredited institutions located in Tampa, St. Petersburg, and Sarasota-Manatee.

When the term “USF” is used, it refers to the Tampa campus. When the term “USF System” is used it encompasses all separately accredited institutions. Separately accredited institutions within the USF System, may issue separate policies when appropriate, provided that such policies are not inconsistent with System policies, regulations or other legal requirements.

II. STATEMENT OF POLICY

The President of USF has the authority and responsibility for establishing and implementing policies and procedures in accordance with the Board of Trustees Governance Policy (07-001) and as provided by the Florida Board of Governors (BOG). The President has delegated the authority to promulgate policies and procedures to the Office of the General Counsel. This policy statement has been formulated to implement that authority and responsibility and to provide a format for the orderly promulgation of policies and procedures within USF.

It is the responsibility of each administrative head to both generate appropriate new policies and to constantly review and update existing policies and procedures in their respective area. When it becomes necessary to issue a new or revised policy statement, a thorough study should be made which includes suggestions and comments from appropriate campus groups, organizations, USF offices and, when feasible, discussion with and recommendation from the appropriate USF advisory council or committee.

In developing new or revising old policies or procedures, care should be taken to ensure that the policy is not in conflict with or a duplication of BOG policies or applicable collective bargaining agreements. Board of Governors’ policies will take precedence over any USF
policy. Should a new or revised BOG policy statement be issued after a USF policy has been established, the BOG statement will automatically replace that policy.

The President of USF is responsible for the development of procedures to implement the foregoing Policy and hereby authorizes the procedural steps as appropriate for the issuance of the policies and procedures developed within the various areas comprising USF.

The Vice President or the principal officer of the following areas will issue policies and procedures in their respective areas. However, the President may also delegate authority to issue policies to other officials within the various offices:

A. **System Services**
   This area includes all policies and procedures of USF scope and authority and will cover those policies normally distributed by the President's Office and those offices that report directly to the President.

B. **Academic Affairs**
   The USF Provost and Executive Vice President for Academic Affairs will normally propose policies and procedures with USF application regarding academic and other matters related to the University’s mission of teaching, research and services.

C. **USF Health**
   This area includes policies and procedures with USF application primarily in the areas of medicine, public health, nursing, physical therapy, pharmacy, health research and clinical care. The USF Senior Vice President, USF Health, will normally propose these policies and procedures.

D. **Business and Finance**
   The USF Vice President for Business and Finance will normally propose policies and procedures with USF application primarily in the areas of financial services, campus business services, enterprise business systems, and property and equipment.

E. **Research & Innovation**
   The USF Vice President for Research & Innovation will normally propose policies and procedures with USF application primarily in the areas of research, including sponsored research, research integrity and compliance, intellectual property, and global opportunities.
F. University Advancement
The USF Senior Vice President for Advancement will normally propose policies and procedures with USF application primarily in the areas of alumni, University development, fundraising, donor recognition and the USF Foundation.

G. Administrative Services
The USF Vice President for Administrative Services will normally propose policies and procedures with USF application primarily in the areas of administrative services, human resources; public safety, police, emergency management, environmental health and safety and facilities and planning.

H. Student Affairs
The USF Vice President for Student Affairs will normally propose policies and procedures in areas with USF application pertaining primarily to student government, student housing, recreation, health, counseling, student involvement, and the promotion of student development and learning.

I. Communications & Marketing
This area includes policies and procedures with USF application primarily in the areas of communications network, identity standards, photography, publications, web services, USF logos and brands. The USF Vice President for Communications & Marketing will normally propose these policies and procedures.

J. Information Technology
This area includes policies and procedures with USF application primarily in the areas of computing resources, networks and services, technology and support structures including e-mail, web services, telephones, data network, and software licensing. The USF Vice President of Information Technology will normally propose these policies and procedures.

III. PROCEEDURE
A. The proposed new, revised or repealed policy and explanation will be forwarded to the Office of the General Counsel by the appropriate Vice President, USF official or designee. The policy will then begin a six week review and comment period by the following USF groups:

- President's Cabinet
- President’s Staff
- USF System Leadership Council
• USF System Advisory Councils
• USF System Faculty Council
• Student Governments
• Council of Deans
• Academic Chairs
• Employee Councils and Senates
• Regional Chancellors and Regional Campus Executive Officers
• Collective Bargaining Representatives as required by any collective bargaining agreement.

B. If, after six weeks, comments have been received, they will be forwarded to the President and appropriate Vice President for consideration. If necessary, appropriate changes will be made to the proposed policy.

C. The official forms will be signed by the President and the appropriate Vice President on the last page of the policy. The President and Vice President will initial each page in the “Approved” box in the heading of the policy, thereby verifying each individual page. The Office of the General Counsel will secure the final approvals, assign an effective date, distribute the final adopted policy campus-wide and post the policy to the OGC webpage.

D. The Office of the General Counsel will maintain all current, new, revised and repealed policies and the distribution lists. The numbering system will be maintained by the Office of the General Counsel.

IV. POLICY FORMAT

A. The outline and form to be used in each separate policy and procedure will be the same overall outline and form as used herein, as follows:

   I. INTRODUCTION (Purpose and Intent)
   II. STATEMENT OF POLICY

Additional sections, for example (III, IV) etc., may be used in order to provide a detailed statement of the policy and procedure.

B. All proposed revised policies must be typed in two forms. The first would be as it would appear in final form as an official USF policy and the second would show every new word underlined and every deleted word in strike-through format. All
new, revised or repealed policies will be accompanied by an explanation as to the necessity for the new policy, policy revision or repeal.

C. The “Date of Origin” is the date the policy was initially adopted. This date will not change. The “Amended Date” is the date of the most recent change to the Policy following the initial adoption date. The “Review Date” is the date the policy was last reviewed, with or without change. Repealed policies will be dated when authorized by the President and the appropriate Vice President.

Policy website:  http://generalcounsel.usf.edu/policies-and-procedures

Link to Policy Procedural Guidelines:

Authorized and signed by:

Steven D. Prevaux, General Counsel
Judy Genshaft, President