I. **INTRODUCTION (Purpose and Intent PURPOSE AND INTENT)**

 Regulations and Policies and procedures are adopted to provide reference and procedural guidelines in the administration, operation, management or implementation of the various programs, services, facilities, and activities of the University of South Florida System (USF System). 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. Thus, 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.

Only the USF System and USF may adopt Regulations. Separately accredited institutions within the USF System may issue separate Policies when appropriate, provided that such Policies are not inconsistent with Regulations, System Policies or other legal requirements. This Policy provides the outline of the process for initiating, developing and maintaining Regulations and Policies for the USF System and USF institutions.

(* Internal Guidelines, Procedures and Protocols are not addressed in this Policy (See Section IV, C)).

Policies are compiled for reference purposes into a USF System-wide “Policy Manual” and on the Office of the General Counsel webpage: http://generalcounsel.usf.edu/ The original policy manual is maintained in the Office of the General Counsel. The policies and procedures
of all budget entities of USF are contained in the “Policy Manual” except where such policies and procedures expressly or implicitly exempt operations of the budget entity, separately accredited institution or regional Campus.

II. STATEMENT OF POLICY

It is the responsibility of each administrative head to both propose appropriate new Regulations or Policies as defined below and to review and update existing Regulations and Policies in their respective area.

III. APPLICABILITY & AUTHORITY

The President of the USF System (President) has the authority and responsibility for developing and recommending Regulations and Policies consistent with the Board of Governors Regulation Development Procedure (http://generalcounsel.usf.edu/regulations/pdfs/florida-board-of-governors-regulation-development-procedure.pdf). The President has delegated the responsibility for Regulation and Policy development (including establishing and implementing Policies pursuant to the USF Board of Trustees (BOT) Governance Policy 07-001) to the Vice Presidents and Chancellors as detailed in this Policy.

In addition, the President has delegated the authority to promulgate (publish and index) Regulations and Policies to the Office of the General Counsel (OGC). This Policy statement has been formulated to implement that authority and responsibility and to provide a format for the orderly promulgation of Regulations and Policies within the USF System.

Separately accredited institutions may independently promulgate (propose, adopt and maintain) separate Policies (including independent Development Procedures for their own institutional
Policies) when appropriate, provided that such Policies are not inconsistent with System Policies, Regulations or other legal requirements. Separately accredited institutions may not promulgate Regulations but may request that the System make necessary adjustments to existing Regulations for implementation consistent with its local facilities or organizational structure.

III. STATEMENT OF POLICY

The President of USF System 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 the USF System.

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 areas. 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 System offices and, when feasible, discussion with and recommendation from the appropriate USF System 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 or
USF System policy. Should a new or revised BOG policy statement be issued after a USF or USF System policy has been established, the BOG statement will automatically replace that policy.

The President of USF System 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 the USF System.

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.

IV. DEFINITIONS OF TERMS

A. Regulations: Regulations are addressed in this Policy and the term Regulation is defined by the BOG Regulation Development Procedure (http://generalcounsel.usf.edu/regulations/pdfs/florida-board-of-governors-regulation-development-procedure.pdf). Regulations generally include statements of broad and general applicability to guide the conduct or action of the University System, USF and their constituents or the general public and require approval by the USF Board of Trustees and the Florida Board of Governors. Generally, guidelines are developed as Regulations because they deal with directives required by Florida Statute, BOG Regulation or other legally recognized entity with the authority to require the University to adopt specific subject matter guidelines. Only the USF System on behalf of all members or USF may adopt Regulations.

B. Policies: Policies are addressed in this Policy and are defined as statements with broad application to guide the conduct of the University System or the individual institutions within
the University System and their constituents and require approval by the President or the appropriate Chancellor. Generally, guidelines are developed as Policies to assist with institutional compliance, promote operational efficiencies and/or enhance the System or the individual institution’s mission.

C. Internal Guidelines, Procedures or Protocols: Internal Guidelines, Procedures or Protocols are not addressed in this Policy and include statements with specific and limited applications to guide the academic or administrative unit in its routine internal management responsibilities. The academic or administrative area is responsible for adoption, maintaining, updating and applying those internal guidelines, procedures or protocols.

V. PROCESS STEPS:

The specific process steps and template for Regulation and Policy Development can be found in the Guidelines for USF System Regulation and Policy Development and USF Policy Development.

Generally the process is as follows:

• The Vice President or their designee (Responsible Office “RO”) identifies a need to issue a new, revised or repeal of a Regulation or Policy

• RO is responsible for developing the proposal which may include gathering suggestions and comments from appropriate campus groups, organizations and USF System offices.

• For Regulations only: The RO must initiate and secure review by the appropriate USF System Advisory Councils and Workgroups.
• For Policies only. At the request of an Advisory Council or at the discretion of the RO, the Policy will be reviewed by and Advisory Council.

• For both Regulations and Policies: The RO requests official posting through the OGC.


• The Regulation/Policy must not be in conflict with Board of Governors Regulations, Policies, or any statutes or laws; or applicable collective bargaining agreements.

• Board of Governors Regulations/Policies will take precedence over USF System Regulations or Policies. Should a new or revised Board of Governors Regulation or Policy statement be issued after a USF System Regulation/Policy has been established, the USF System Regulation/Policy will be applied consistently with the BOG and the USF System Regulation/Policy will be amended to conform to the Board of Governors’ statement as soon as possible.

• Technical amendments generally include minor changes to definitions, minor adjustments to titles, or changes required by updates in law, statute or Regulation where University discretion is not provided. Technical amendments may be made without promulgation, however, the requested amendments must be submitted to
the OGC for consideration. The OGC, in consultation with the RO if applicable, will determine if the amendment is in fact technical.

VI. CATEGORIES FOR TOPICAL AREAS (though titles of the offices may change, the RO will be the Chief Officer of the Administrative topic Area):

The RO will propose Regulations and Policies in their respective topical areas. However, the President may also delegate authority to issue Regulations and Policies to other officials within the various offices.

a) Academic Affairs

The USF System Provost and Executive Vice President for Academic Affairs will normally propose Regulations and Policies and procedures with USF or USF System-wide application regarding academic and other matters related to the University’s mission of teaching, research and services.

b) Administrative Services

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

c) University Advancement

The USF System Senior Vice President for Advancement will normally propose Regulations and Policies and procedures with USF System-wide application
primarily in the areas of alumni; University development; fundraising, donor recognition and the USF Foundation.

d) **Business and Finance**

The USF System Vice President for Business and Finance will normally propose
*Regulations and Policies* and procedures with USF or USF System-wide application primarily in the areas of financial services, campus business services, budget support, property and equipment, and enterprise business systems.

e) **Communications & Marketing**

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

f) **Information Technology**

The USF Vice President of Information Technology will normally propose these
*Regulations and Policies*. This area includes *Regulations and Policies* and procedures with USF System-wide 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.

g) **Research & Innovation**
The USF System Vice President for Research & Innovation will normally propose Regulations and Policies and procedures with USF System-wide application primarily in the areas of research, including sponsored research; research integrity and compliance; and intellectual property, and global opportunities.

h) **Student Affairs**

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

i) **System Services**

This area includes all Regulations and Policies and procedures of USF System-wide scope and authority and will cover those Policies normally distributed by the President's Office and those offices that report directly to the President. Those offices include the Office of the General Counsel, Audit & Compliance, Government Relations and Diversity & Equal Opportunity.

j) **USF Health**

b) The USF System Senior Vice President, USF Health will normally propose these Regulations and Policies. This area includes Regulations and Policies and procedures with USF System-wide application primarily in the areas of medicine; public health; pharmacy; nursing; physical therapy; health research and clinical care. The USF System Senior Vice President, USF Health will normally propose these policies and procedures.

k) **USF World**
The USF System Senior Vice President for USF World will normally propose Regulations and Policies primarily in the areas of global presence and international engagement programs.

IV. PROCEDURE

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 System official or designee. The policy will then begin a six week review and comment period by the following USF System groups:

- President’s Cabinet
- President’s Staff
- USF System Leadership Council
- USF System Advisory Councils
- USF System Faculty Council
- Student Governments
- Deans
- Academic Chairs
- Employee Councils and Senates
- Regional Chancellors
- 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.

V.—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. A sample form follows this policy statement.
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 or USF System 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.

A. 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.

Link to Policy website:

- Link to Regulation and Policy Index (http://generalcounsel.usf.edu/regulations-and-policies/regulations-policies-procedures.asp)
- Link to Regulation and Policy Development Template (http://generalcounsel.usf.edu/pdfs/regulation-policy-template.pdf)

Authorized and signed by:
261 Steven D. Prevaux, General Counsel

262 Judy Genshaft, President