Purpose: The purpose of this policy is to further delineate authority for development and adoption of policies at the University.

Policy Statement: This Policy applies to all policies created by administrative divisions within The University of Alabama.

Definitions

Responsible Office: Responsible Office is the university office or department that is responsible for the creation, promulgation, revision, interpretation and monitoring for adherence of the policy and related procedures.

University Policy: A policy or practice adopted that has broad applicability beyond the internal operating procedures of a single office, department or division. Policies created shall: ensure coordinated compliance with applicable laws and regulations, promote operational efficiencies, enhance the University’s mission, be enforceable and/or reduce institutional risk.

Administrative Divisions: The primary administrative divisions of the University include the President’s Office, Office of the Provost and Academic Affairs, Student Affairs, Financial Affairs, University Advancement, Research, Community Affairs, and Athletics.

Divisional Policy: A policy or practice adopted that has applicability only within a single office, department or division. Policies created shall: ensure coordinated compliance with applicable laws and regulations, promote operational efficiencies, enhance the University’s mission, be enforceable and/or reduce institutional risk.

Delegation of Policy-Making Authority

The Board of Trustees of The University of Alabama has delegated authority to the President of the University to administer campus affairs and to formulate and issue regulations and orders not inconsistent with the Bylaws, rules, policies and procedures of the Board and the Chancellor of the UA System.
The President of the University further delegates authority to the appropriate and responsible vice presidents of the administrative divisions within The University of Alabama to initiate, develop, and revise discrete categories of University Policies. Prior to implementation of a new policy or revision to an existing policy, the vice presidents should solicit input from appropriate university boards, committees, councils, or senates.

The adoption and revision of University and Divisional policies may also be initiated by appropriate university boards, committees, councils, or senates. Policies or revisions coming from these sources should be forwarded to the Provost for assignment to the appropriate vice-president.

Upon collection of input from proper groups and appropriate modifications of the policy, the draft policy should be submitted to the President and Executive Staff for review, discussion, and determination of whether the policy must be submitted to the Board of Trustees for approval. Final approval of new policies or revision of existing policies is made by the President.

**Responsibilities of the Vice Presidents of the Administrative Divisions**

The Offices of the Vice Presidents of the respective university divisions are the responsible offices for the following policy actions relative to their area of responsibility:

- Initiation of policies or revision to existing policies,
- Development of procedures related to the submission and evaluation (including legal review) of proposed or revised policies by the appropriate groups,
- Recommendation to President for approval or revision of policies,
- Dissemination of policies using appropriate university channels,
- Implementation of policies, and
- Monitoring for adherence of policies.

Policies created shall include an effective and revision date so that it is clear when and for how long the policy and/or any revisions have been in effect. All policies shall be reviewed and updated, if applicable, on an annual basis.

Effective – 2/3/14