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Policy Information

Effective Date:

September 27, 2023

Responsible Unit:

University Initiatives

Email:

policy@arizona.edu [1]

Purpose and Summary

1. The purpose of this Policy is to ensure that University Policies are thoroughly reviewed, formally approved, implemented, maintained, publicized, and made broadly available to the University Community via the [University Policies portal](#) [2].
2. A standardized process for University Policy development promotes shared governance, transparency, institutional efficiency and effectiveness, mitigates risk, and enhances compliance and accountability.

Scope

This Policy applies to the University Community.

Definitions

Academic Policy means a Policy that applies to courses, grading, instruction, curriculum, academic program requirements, minors, majors, certificates, degrees, academic credit, transfer credits,

credit equivalencies, general education, and academic progress. Academic Policies should follow the [Academic Policies Approval Process](#) [3]. The University Policy-Making Policy does not apply to or govern Academic Policies.

Policy means a statement that mandates or constrains actions and may affect the rights or duties of the University Community or general public. Policies are often intended to ensure compliance with applicable laws, regulations, and/or Arizona Board of Regents (ABOR) Policies, reduce institutional risk, or promote operational efficiencies. Policies are also enacted to promote and safeguard the University mission and core values.

Responsible Unit means the Unit that initiates a request for a new, or to revise or repeal a University Policy, consults with shared governance groups of elected faculty representatives and other shared governance groups, interprets and administers University Policies under its authority, oversees compliance of the University Policy, and regularly reviews and makes recommendations for updating, revising, or repealing its University Policies.

Unit means any University college, department, program, or other operating unit.

Unit Policy means a Policy that applies only within a particular Unit or only to the operations or transactions within a particular Unit and that are overseen by a particular Unit. The University Policy-Making Policy does not apply to or govern Unit Policies.

University Community means any of the following individuals: (a) University student; (b) University employee; or (c) third party, including, but not limited to contractors, vendors, volunteers, and designated campus colleagues.

University Policy means a Policy with broad application across the University that is approved by the President.

Policy

1. Any effort to create a new University Policy or to substantively edit, revise, or completely replace any existing University Policy must follow shared governance principles and the procedures set out in the [Procedure for Creating and Revising University Policies](#) [4].
2. Revisions required by law or regulation or non-substantive edits that do not materially change the intent of a University Policy (e.g., correcting names, titles, hyperlinks, typographical or grammatical errors, etc.) must follow the procedures set out in the [Procedure for Requesting Edits to University Policies that are Non-substantive or Required Edits](#) [5].
3. Any effort to repeal an existing University Policy must follow the procedures set out in the [Procedure for Repealing Existing University Policies](#) [6].
4. Any effort to request a new interim University Policy, or change an existing University Policy to interim status, must follow the procedures set out in the [Procedure for Requesting an Interim University Policy](#) [7].
5. University Policies enacted, substantively or non-substantively revised, renewed, or repealed in the last year will be noted on the [University Policies portal](#) [8].
6. Policies must be consistent with, and cannot be less restrictive than, the laws, regulations or

Policies that are higher in the University Policy hierarchy, which is as follows:

- a. Federal or State laws or regulations
- b. ABOR Policies
- c. University or Academic Policies
- d. Unit Policies

7. University Policies are systematically reviewed by the Responsible Unit and the Policy sponsor to determine whether (a) the University Policy is still needed or should be repealed; (b) revisions are needed; and (c) there are gaps that indicate where a new University Policy should be developed.

Compliance and Responsibilities

1. All members of the University Community who wish to initiate a new University Policy, or revise or repeal a current University Policy are responsible for knowing and complying with this Policy and the associated procedures to this Policy listed in the below Related Information section.
2. The Responsible Unit must communicate to University Initiatives any proposed revisions to a current University Policy, the addition of a new University Policy, or to repeal an existing University Policy.
3. The Responsible Unit is responsible for conducting ongoing review of their University Policies on a regular basis, at a minimum every three (3) years, to ensure accuracy and relevancy.
4. University Initiatives is responsible for compliance with this Policy.

Frequently Asked Questions*

What is the difference between a policy and a procedure?

A policy mandates what one must do or what one is prohibited from doing.

A procedure consists of operational processes necessary to implement the policy or carry out specific functions, provides details of who performs specific steps, and when and how the steps should be performed.

Sources*

[ABOR Policy 1-201](#) [9]

[ABOR Policy 1-203](#) [10]

Related Information*

[Policy Style Guide](#) [11]

[Policy Template](#) [12]

[Procedure for Creating and Revising University Policies](#) [4]

[Procedure for Repealing Existing University Policies](#) [6]

[Procedure for Requesting an Interim University Policy](#) [7]

[Procedure for Requesting Edits to University Policy That Are Non-substantive or Required](#) [13]

[University Policy Impact and Tracking Statement](#) [14]

[University Policy Repeal and Tracking Statement](#) [15]

[University Policies Portal](#) [8]

Revision History*

09/27/2023: Policy approved, moved from interim to permanent status, and decoupled procedures from Policy.

Source

URL:<https://policy.arizona.edu/administration-university-relations/university-policy-making-policy>

Links

[1] <mailto:policy@arizona.edu> [2] <https://policy.arizona.edu> [3]
<https://academicadmin.arizona.edu/curricular-affairs/academic-policies-approval> [4]
<https://policy.arizona.edu/process-creating-and-revising-university-policy> [5]
<https://policy.arizona.edu/procedure-requesting-edits-university-policies-are-non-substantive-or-required-edits> [6] <https://policy.arizona.edu/procedure-repealing-existing-university-policies> [7]
<https://policy.arizona.edu/procedure-requesting-interim-university-policy> [8]
<https://policy.arizona.edu/> [9] <https://public.powerdms.com/ABOR/documents/1491532> [10]
<https://public.powerdms.com/ABOR/documents/1491534> [11]
<https://policy.arizona.edu/policy-style-guide> [12] <https://policy.arizona.edu/policy-template> [13]
<https://policy.arizona.edu/procedure-requesting-edits-university-policy-are-non-substantive-or-legally-required> [14] <https://policy.arizona.edu/university-policy-impact-and-tracking-statement> [15]
<https://policy.arizona.edu/university-policy-repeal-and-tracking-statement>