

# **FACULTY SENATE**

**MEETING #550 AGENDA**

**SPECIAL SESSION**

**THURSDAY, SEPTEMBER 11, 2014**

**12:45 PM to 2:15 PM**

**BUSINESS ADMINISTRATION BUILDING, ROOM 114**

## **Call to Order**

### **1. Discussion of Policy on Policies**

## **Adjourn**



Proxies for Senate meetings must be a Senate-eligible individual from the same academic unit. No individual may carry more than one proxy.

PLEASE SEND PROXIES TO KALA BURSON: [facsen@uah.edu](mailto:facsen@uah.edu)



MEMORANDUM

TO: Wai Mok, President, Faculty Senate  
Mitch Berbrier, Past-President, Faculty Senate  
Sally Badoud, President, Staff Senate  
Nandish Dayal, President, SGA

FROM: Robert A. Altenkirch, President   
Christine W. Curtis, Provost and Executive Vice President for  
Academic Affairs 

RE: Revised Draft Policy on Policies

DATE: August 22, 2014

Attached is a Revised Draft Policies on Policies that addresses some issues raised at the Faculty Senate Executive Committee meeting on August 4. The revisions specifically address to whom a draft policy is initially sent for review (B.6.), the comment period (B.7.), clarify that review of a draft policy follows the process of review for the original draft policy (B.8.), and contain an editorial change in Section C.

Please have your respective organizations review the attached draft and provide any comments or suggestions they and/or you might have. Because revisions are suggested in the attached over the draft that you have been reviewing, feel free to extend the comment period on the attached to the end of September.

This revised draft will be posted, within a few days, on myUAH for easy access for others.

Please let us know if you have any questions.

c: Vice Presidents  
Ray Garner

# THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

## POLICY ON POLICIES

**Number** 01.01

**Division** Office of the President

**Date** XXX XX, XXXX

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7. *Review:* the UAH office responsible for periodically reviewing the policy
8. *Approval:* provide signature lines for those individuals responsible for the policy recommendation, review, and approval. The policy should be signed by the responsible Vice President who is recommending the policy, other Vice Presidents affected by the policy, Chief University Counsel, and the President.

**B. Development of UAH Policy.** A policy can be proposed by anyone at UAH by routing the suggested policy or revision to an existing policy (in the proper format) through the appropriate Division's administrative

channels for review and approval. Administrative channels refer to the appropriate chain of supervisors and the administrative Vice President overseeing the activities of the proposing individual or organization.

The flow for the creation of a new university-wide policy is illustrated below:

1. The individual developing the proposal submits the proposal to his/her supervisor.
2. The supervisor reviews the policy, comments on it and forwards the proposal to the next higher level within the Division's administrative organization. This process is continued until the proposal reaches the responsible Vice President.
3. The responsible Vice President reviews the proposal and requests that a draft policy be developed by the appropriate person(s) or decides against making the proposal into a draft policy.
4. Upon completion of the draft policy, the responsible Vice President discusses the draft policy with the President's Executive Council and, after taking into account the Council's comments, submits the draft policy to the Office of Counsel for legal review.
5. When the finalized draft policy has been approved by the Chief University Counsel, the responsible Vice President requests that the draft policy be placed on the President's Executive Council's agenda for discussion.
6. Simultaneously, the draft policy will be sent to the Faculty Senate, Staff Senate, Student Government Association, and the Research Directors, and any other entities impacted by the policy for review. In addition to being transmitted to the several organizations, the draft policy will be posted on myUAH.
7. All reviewers have one month to consider the policy with their respective constituencies and to submit comments and suggested changes in writing to the responsible Vice President. Extension of review time may be requested by any of the organizations to which the draft policy was transmitted. Substantive changes must be accompanied by a justification or rationale for the change. No response from a reviewer within two weeks will be considered an acceptance of the draft.
8. The responsible Vice President will determine which changes, if any, to include in the draft policy. If the revised draft policy has been changed substantively, then a second review of the revised draft policy will be conducted following the aforementioned process. After a two week review is

conducted and comments are received, the draft policy is finalized by the responsible Vice President. The final draft policy along with an explanation of any changes received from the reviewers and not accepted will be submitted to the President for review and approval.

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**C. Review and Revision of a UAH Policy.** To maintain an up-to-date and relevant set of policies, a regular schedule of review and revision must be scheduled. The responsible Vice President shall be responsible for insuring all policies within their purview are reviewed within 90 days of the policy's five year anniversary. The President may approve revised policies or may rescind policies at any time.

Recommended revisions to policies should be forwarded as written suggestions through appropriate channels to the responsible Vice President for consideration. If a revision is deemed necessary, the responsible Vice President will follow the policy development process outlined in B. above. When a policy is revised, it will be reissued with a notation "Revised (date)" placed in the lower right corner of each page of the policy. Technical revisions, i.e., non-substantive or editorial revisions, may be made by the responsible Vice President following consultation with the President.

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The Internal Auditor shall be responsible for auditing compliance with this policy and that timely review processes are taking place.

**D. Conflicts with Higher Authority.** Should there be or should there occur at any time a conflict between a UAH policy and a document of a higher authority (e.g., applicable federal or Alabama law or regulations, or policies, by-laws or Board Rules of the Board of Trustees of the University of Alabama) the document of higher authority will prevail. Should there occur at any time a conflict between two UAH policies, the most recently approved policy will prevail. Should there occur at any time a conflict between a UAH policy and any other written or oral statement developed by an operating unit at the university, the UAH policy will prevail.

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01.xx	President
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06.xx	Senior Vice President for Administration and Finance
06.01.xx	Human Resources Management
06.02.xx	Budget and Planning
07.xx	Vice President for Research
07.01.xx	Office of Sponsored Programs
07.02.xx	Office of Technology and Commercialization
07.03.xx	Office of Research Security
07.04.xx	Regulatory Compliance

**F. Policy Retention and Access.** The Senior Vice President for Administration and Finance will be responsible for maintaining a file of all original policies signed by the President. UAH policies will be made available to all students, faculty and staff through the UAH Policy web page.

**Review** The Office of the President is responsible for the review of this policy every five years (or whenever circumstances require).

**Approval**

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Chief University Counsel

Date

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Provost and Executive Vice President for Academic Affairs Date

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Senior Vice President for Administration and Finance Date

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**APPROVED:**

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President Date



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