

FAYETTEVILLE STATE UNIVERSITY

POLICIES AND RULES

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| Authority: | Issued by the Chancellor. Changes or exceptions to administrative policies issued by the Chancellor may only be made by the Chancellor. |
| Category: | University-Wide |
| Applies to: | ●Administrators ●Staff ●Faculty ●Students |
| History: | Revised – June 24, 2019 Revised, April 16, 2008 Revised, October 1, 2007 First Issued – February 17, 2005 |
| Related Policies/ Regulations/Statutes: | ● <i>The Code of the Board of Governors of the University of North Carolina</i> ● <i>The University of North Carolina Policy Manual</i> |
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I. PURPOSE

The University of North Carolina (UNC) has delegated various powers and duties to the Boards of Trustees and Chancellors of its constituent institutions, including the authority to establish policies and procedures for the efficient and orderly administration of the institution. This policy addresses the sources of authority for policies and rules (PRs) at Fayetteville State University (University) and the procedures for their adoption and publication.

II. DEFINITIONS

- A. **Executive Staff Member** is defined as an individual employed as a Vice Chancellor, General Counsel or Athletics Director.
- B. **Policy** is defined as any standard, statement, or procedure of general applicability adopted by the Chancellor or Board of Trustees pursuant each's delegated authority.
- C. **PR** is defined as a policy and rule.
- D. **Rule** is defined as a standard, statement or procedure adopted by an academic or administrative unit pursuant to authority delegated by a policy or regulation or to address specific subject matters that are limited in scope to a particular unit's operational functions. A rule may supplement, but not conflict with University policies.

III. ADOPTION OF POLICIES

New policies or revisions to current policies shall be drafted, reviewed and adopted according to the following process:

A. Board of Trustees and Chancellor

The Board of Trustees and the Chancellor may establish policies in accordance with their delegated authority without following the standard procedures outlined in this policy.

B. Executive Staff Members

Either an Executive Staff Member or the General Counsel shall develop or revise a policy as required by an external governing entity or as needed by their particular division. If the Executive Staff Member creates or revises a policy, the Executive Staff Member shall ensure that the policy is reviewed by the General Counsel prior to submission to the Chancellor's Cabinet (Cabinet) for consideration. If the General Counsel creates or revises a policy, the General Counsel shall ensure that the policy is reviewed by the appropriate Executive Staff Member prior to submission to the Cabinet for consideration.

C. Employees or Units

Employees or units interested in proposing new policies or revisions to current policies shall seek review and approval through their respective chains of authority. Once approved, the proposal shall be submitted to the respective Executive Staff Member to which the unit reports. Once received, the Executive Staff Member shall consult with the University's General Counsel. If the Executive Staff Member, after consultation with the General Counsel, decides not to go forward with the proposal, the Executive Staff Member will discuss the decision with the initiator of the proposal. If the Executive Staff Member decides to go forward with the proposal, the Executive Staff Member shall submit to the Cabinet for consideration.

D. Approval

The Chancellor shall have final approval authority on policy matters delegated to the Chancellor by the UNC System President and/or UNC Board of Governors. The Chancellor may seek advice from internal or external constituencies prior to approving new or revised policies.

The Board of Trustees shall have final approval authority on policy matters delegated to the Board of Trustees by the UNC Board of Governors.

IV. ADOPTION OF RULES

- A. Academic or administrative units may adopt rules after review and approval of the unit head(s) and the respective Executive Staff Member.
- B. Executive Staff Members who seek to adopt new rules or revise current rules applicable to their respective units should consult with appropriate individuals and/or bodies prior to final approval.

V. CONTENT, FORMAT, AND PUBLICATION OF PRs

A. Content

PRs shall be concise and understandable and contain only material essential to the PR. PRs must be consistent with all applicable governing authorities.

B. Format for Policies and Rules

PRs shall be formatted as follows.

1. New policies shall be in a format approved by the General Counsel.
2. Rules shall be submitted in the format required within the academic or administrative unit in which the rules originate.
3. Proposed revisions to policies or rules must be submitted in a format, such as redlining, that tracks changes.

C. Publication of Policies and Rules

1. University approved policies are located at the University's [Policies and Procedures](#) website. The Office of Legal Affairs shall be responsible for the publication of all policies on the University's website.
2. Executive Staff Members are responsible for disseminating rules to all affected by the rules. Most academic rules will be published in the Undergraduate or Graduate Catalog. Rules not included in the catalog will be posted on the appropriate unit's website in a readily accessible location in a format that facilitates easy search and access.
3. Any electronic re-publication of a PR by any University unit must be by hyperlink to the original site where the policy or rule is published.

D. Reformatting, Editorial, or Minor Changes Following Publication

The General Counsel has been authorized to make substantive updates to policies that are non-discretionary mandatory changes to comply with UNC policies or state

or federal laws/regulations. The General Counsel shall notify the affected Executive Staff Member and the Chancellor of such changes prior to publication.

The General Counsel may also make non-substantive edits which include, but are not limited to the following:

- updating titles, names, or hyperlinks;
- correcting grammar, punctuation and typographical errors; and/or
- editing for language consistency, formatting and numbering.

VI. Interim Policies

Nothing contained in this policy shall prohibit the Chancellor or the Chancellor's designee from issuing interim policies when it is necessary to meet emergency deadlines or to meet needs in other special circumstances. Generally, such interim policies shall be in effect for a period of no more than thirty (30) calendar days unless the Chancellor extends the interim policy because of special circumstances.

VII. Effective Date of Policies and Rules

Policies are effective when adopted by the Chancellor or Board of Trustees unless the policy or rule otherwise specifies that it must be adopted by another governing entity.

Unless required by law or external regulations, academic rules are effective on the first day of the academic year immediately following their approval. While students are subject to degree program requirements in effect at the time of their initial matriculation, students are also subject to current policies and rules.