



## **UNTD Policy Development Guidelines**

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## Overview of UNTD Policy Management and Administrative Structure

The University of North Texas at Dallas (UNTD) establishes campus policies to align operations, set behavioral expectations, mitigate institutional risk, and communicate roles and responsibilities.

University policies are administered by a **responsible office** under the authority of the **responsible officer**, who ensures that essential policies are developed, executed, communicated, monitored, reviewed and updated.

All approved policies are published on the UNTD policy website (<https://president.untDallas.edu/university-policies>) and are maintained by the **Director of Accreditation and Policy**. The director oversees the policy process and provides guidance and resources to responsible officers and the larger university community.

The Director of Accreditation and Policy serves as the chair of the **Policy Advisory Committee (PAC)**, which is responsible for reviewing and assessing each policy. The PAC is comprised of a broad and diverse group of faculty and staff, who provide for consistent vetting and balanced decision making of all policy concerns.

All policies are reviewed by the **Office of General Counsel (OGC)** to determine legal sufficiency and approved by the **UNTD President**. Policies that affect or are affected by Regents Rules are reviewed and approved by the **Board of Regents**.

Policies are developed and revised through the UNTD Policy Development and Approval process outlined in this manual. For additional guidance contact the Director of Accreditation and Policy at [Kimberly.chandler@untDallas.edu](mailto:Kimberly.chandler@untDallas.edu)

### Policy Definitions

**Responsible Office:** the primary office responsible for developing, administering, maintaining, reviewing, and updating the policy.

**Responsible Officer:** the principal of the Responsible Office who is charged with carrying out the responsibilities of the Responsible Office.

**Policy action:** the development, deletion, review, or substantive revision of a policy.

**Periodic review:** requires each policy to be reviewed no less than once every four years.

**Stakeholders:** include those that may affect or be affected by the policy, and can include members inside and outside of the unit. Depending on the nature of the policy, stakeholder groups may include offices such as HR and OGC or university committees such as Faculty Senate, Academic Council, and Graduate Council.

## Policy Review and Approval Process

The following process outlines the steps involved in the approval of new policies, substantive revisions, and deletions. All forms and documents referenced can be found on the UNTD Policies website <https://president.untdallas.edu/university-policies>

Development	<b>Draft</b>	An individual or unit determines the need for the development, deletion, or revision of a policy. The responsible office and responsible officer are identified. The policy is drafted or revised using the UNTD Policy Development Guidelines and UNT Policy Template.
	<b>Stakeholder Input and Review</b>	Stakeholders are identified and input incorporated in the policy draft. Depending on the nature of the policy, various university offices or committees may need to review and provide feedback or approval. The policy draft is processed through the appropriate administrative channels and stakeholder groups to the vice president-level administrator or designee.
	<b>Policy Submission</b>	The vice president confirms the policy draft has been vetted by the appropriate persons or groups and submits the policy to the Director of Accreditation and Policy with the completed UNT Dallas Policy Transmittal Form.



Review and Approval	<b>PAC Review</b>	The Director of Accreditation and Policy submits draft to the Policy Advisory Committee (PAC) for review. PAC reviews the draft for clarity, format, applicability, and alignment and consistency with existing authority.
	<b>OGC Review</b>	The Director of Accreditation and Policy submits draft to the Office of General Counsel (OGC) for legal review. OGC reviews the draft to ensure consistency with applicable law, identify and address legal risks, and improve legal defensibility.
	<b>Approval</b>	The Director of Accreditation and Policy submits draft to the President for final approval. Policies requiring Board of Regents approval are submitted to the Board by OGC.



Implementation	<b>Communication</b>	The responsible officer works with the Marketing and Communications department to coordinate the announcement and appropriate distribution of the policy.
	<b>Implementation</b>	The responsible officer is responsible for coordinating the implementation of the policy, including any training or awareness campaigns.
	<b>Review and Update</b>	The responsible officer is responsible for monitoring compliance, measuring the effectiveness of the policy, and reviewing the policy every 4 years, unless otherwise stated.

## Policy Development Guidelines

Drafting effective institutional policies is a critical component to achieving organizational compliance. The guidelines provided below are to assist policy developers in the planning and drafting process. The UNT Policy Template and the UNT Policy Style Manual should be consulted for additional guidance.

1. Policy developers should make sure the proposed policy would not be contradictory with, duplicative of, or cannot be incorporated into existing UNTD policies.
2. When considering a policy for deletion, verification that the policy is not required by Regents Rule, System Regulation, federal/ state law, or accrediting bodies must be made.
3. New policies: follow the UNT Policy Template and UNT Policy Style Manual.
4. Policy revisions: all changes to existing policies should be documented in Red Line draft mode on the original policy. Note: minor changes may be made to a policy without going through the policy development process if the change is not substantive, and does not modify the intent, meaning, or focus of the policy.
5. Stakeholders and review committees: policy developers should make every effort to identify and engage stakeholders to provide input during the planning and drafting phase. Stakeholders include those that may affect or be affected by the policy, and can include members inside and outside of the unit. Offices such as Human Resources and General Council may also need to be consulted during the development phase. Depending on the nature of the policy, formalized stakeholder groups, such as the Faculty Senate, Academic Council, or Graduate Council may need to review the policy draft for feedback or approval prior to being submitted to the Policy Advisory Committee (PAC). The policy developer should consult with their area vice president to ensure the appropriate stakeholders and review committees are included.
6. Academic policy: Policies that impact educational practice- including, but not limited to grading and evaluation, withdrawals, degree completion requirements, academic misconduct policies, syllabus requirements, attendance and absences- should adhere to commonly accepted practices and policies in higher education. Academic polices should foster a teaching and learning environment that enhances student learning and the achievement of student outcomes. Faculty members assume responsibility for determining good educational practice and should have a substantive role in the development and review of academic policies.
7. Procedures should not be included in the policy. The intent of a policy is to state rules and guidelines, whereas procedures describe the step by step process used to administer the policy. Only procedures that provide a right protected by law or are mandated by Regents Rule or System Regulation are required to be included in a policy. All other procedures should be included in supporting documents such as guidelines, handbooks, bylaws, charters, and constitutions. The policy should refer the user to the supporting documents.
8. Policy developers should consult the UNT Policy Template, UNT Policy Style Manual, and the checklist provided in this document prior to submitting for review.

## Policy Drafting Checklist

Prior to submitting policy draft, use the checklist below to minimize potential revisions and expedite the review process.

<b>Planning and Drafting</b>	
	The Policy Template and Policy Style Manual were followed
	For policy revisions, changes are documented in Red Line draft mode
	The appropriate stakeholders were consulted
<b><u>Policy Statement.</u></b>	
	The purpose of the policy is stated clearly
	Legal or regulatory reasons for this policy is indicated, if applicable
	Statement of how the policy relates to institution's mission is included
<b><u>Application of Policy.</u></b>	
	Individuals and/or units affected or governed by this policy are listed
	Persons or situations excluded by this policy are indicated (if applicable)
<b><u>Definitions.</u></b>	
	Relevant terms are referenced in the policy
	Terms are listed in alphabetical order
	Terms are numbered (1, 2, 3....)
<b><u>Responsibilities.</u></b>	
	Substantive responsibilities and duties essential to the administration of the policy is clearly outlined and explained in short simple sentences
	The office or person responsible for each duty is identified
	Internal department procedures and processes are excluded from the policy
	Input from affected parties was solicited
<b><u>References and Cross-References.</u></b>	
	Applicable Regents Rules, institutional regulations and policies are listed in the order they are cited in the body of the policy
<b><u>Forms and Tools.</u></b>	
	Appropriate forms, tools, and other related documents are listed and linked in the order they are referenced in the body of the policy
<b><u>Revision History.</u></b>	
	If the policy replaces an existing policy, the date of last revision and date of original approval is listed. Date the current policy goes into effect is stated.

## Policy Advisory Committee Checklist

Below are the criteria the Policy Advisory Committee will consider when reviewing policy.

	The policy is necessary
	The policy is alignment with university mission, vision, and values
	The policy is consistent with the Regents Rules and System Regulations
	The policy is not contradictory with, duplicative of, or cannot be incorporated into existing UNTD policies
	The policy satisfies accrediting bodies and external industry/ professional association requirements, as applicable
	The policy is sufficiently clear so that substantive questions concerning execution of or compliance with the policy can be answered
	The policy is in the correct/ current format

### Forms and Tools

The following resources can be found on the UNT Dallas Policy website <https://president.untdallas.edu/university-policies>

1. UNT Policy Template
2. UNT Style Manual
3. UNTD Policy Transmittal Form