

**Office of the President  
University Policy**

<b>SUBJECT:</b> GUIDELINES FOR UNIVERSITY POLICY DEVELOPMENT	<b>Effective Date:</b> 3-18-09	<b>Policy Number:</b> 1.1	
	<b>Supersedes:</b> Policy 1.1 (adopted 3-19-08)	<b>Page</b> 1	<b>Of</b> 7
	<b>Responsible Authority:</b> General Counsel		

**I. INTRODUCTION:**

The Florida Atlantic University Policies and Procedures Manual includes university-wide policies and procedures.

Florida Atlantic University (“University”) policies and procedures should be organized and drafted using a standard format as outlined by this policy. The University Policies and Procedures Review Committee constitutes the principal body for reviewing and managing University policies and procedures. Policy-initiating authorities may suggest policies and procedures to the University Policies and Proc

provision in a college or unit policy and a provision in a University policy or regulation, the University policy or regulation shall prevail.

### **III. POLICY STATEMENT:**

Florida Atlantic University is governed by state and federal statutes, regulations, rules and policies of the Florida Atlantic University Board of Trustees and Florida Board of





- Applicability or Accountability
- Policy Statement
- Definitions of relevant terms
- Procedures, if any are needed, to implement the policy
- Forms, if any are required or suggested, to carry out the procedure

Policies and procedures may also contain the following information as necessary for a full explanation of the policy and its application and procedures:

- General policy or preamble summarizing policy
- Related information or documents
- Background information
- Contacts (may be included as part of the procedures)

#### D. Dissemination of Information about New or Revised Policies and Procedures

Information about new, revised, or eliminated policies and procedures may be announced by e-mail or released in a memorandum by the Chair of the Policies and Procedures Review Committee or his or her designee.

#### E. Maintenance of the Policies and Procedures Manual

The Chair of the Policies and Procedures Review Committee will be responsible for maintaining the master list of policies and procedures within the Policies and Procedures Manual. A copy of each approved policy and procedure will be kept on file. The policies and procedures will be maintained on the University Web site and users may print copies directly from the system. Policies and procedures will be numbered and organized by topic.

### **VI. FORMS:**

- (1) Policy Template

### **VII. RELATED INFORMATION:**

Colleges, centers, and institutes may have policies and procedures specific to their operations, but those will not be included in the University's Policies and Procedures Manual. Any such policies and procedures must not conflict with statutes, regulations of the Florida Atlantic University Board of Trustees or the Board of Governors, and University policies and procedures, and any approved University collective bargaining agreements. To the extent that there is a conflict between a college, center, or institute policy and a University policy and procedure, University regulation, other regulation or statute, or any approved University collective bargaining agreement, the provision of the University policy and procedure, University regulation, other regulation or statute, or any approved University collective bargaining agreement will prevail. Colleges should use

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POLICY APPROVAL  
(For use by the Office of the President)

Policy Number:   1.1  

*Initiating Authority*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: David L. Kian

*Policies and Procedures*

*Review Committee Chair*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Elizabeth F. Rubin

*President*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Frank T. Brogan

*Board of Trustees Chair*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Nancy Blosser

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**Instructions for Drafting University Policies:**

Use the form below to draft or revise a University policy. Please use Arial in 11 pt font size. You are not limited to the spacing that appears on the form. Draft policies ready for review by the University Policies and Procedures Review Committee should be sent via e-mail as a Word document attachment to the Office of the General Counsel at [GeneralCounsel@fau.edu](mailto:GeneralCounsel@fau.edu). There should be clear indication in the transmittal that the draft policy has been reviewed and approved by its initiating authority.

**POLICY TEMPLATE**

<b>SUBJECT:</b>	<b>Effective Date:</b>	<b>Policy Number:</b>
	<b>Supersedes:</b>	<b>Page      Of</b>
	<b>Responsible Authority:</b>	

**(REQUIRED)**

DATE(S) OF INITIAL ADOPTION AND EFFECTIVE DATE:\*

APPLICABILITY/ACCOUNTABILITY:

POLICY STATEMENT: