



PA:001 - Operational Policy on Policies and Procedures

Introduction

The University of Montevallo is a public corporation and instrumentality of the State of Alabama, created by the statutes of Alabama, now presently codified as Sections 16-54-1 et seq., Code of Alabama 1975, as amended. The Board of Trustees (“Board”) is the governing body of the University of Montevallo (“University”) and establishes Board Policy, secures the financial resources to support adequately the University’s programs, selects the President of the University, and approves the University budget.

The Board authorizes the University President to develop and implement “policies and procedures required to administer effectively the operations of the University” (Board Policy 01:001 §9).

Definitions

Policy – Any regulation, guideline, directive, standard, rule, statement of policy or interpretation of general application which has university-wide effect or which affects the rights, privileges, or interests of employees, students, or citizens.

Procedure – A prescribed series of actions developed to carry out a policy’s objectives.

Board Policy – Policies adopted by the Board of Trustees. In general, Board Policies are statements usually dealing with broad university-wide issues that guide Board and Administration action.

Operational Policy and Procedure – Policies and procedures adopted by the President pursuant to Board Policy 01:001 §9. University Policies and Procedures are university-wide in scope, but are aimed at carrying out the President’s charge to ensure the effective administration of day-to-day operations at the University. The President has delegated authority to his Executive Cabinet to adopt Operational Policies and Procedures that are administered by their Division.

Administration of Policies and Procedures

Board Policy and Operational Policy are developed, revised, and issued as conditions warrant, as the Board of Trustees’ action dictates, as the President dictates, and/or as new state or federal legislation is enacted. In cases of conflict, state and federal law supersede Board and University policy. The Vice-President for Business Affairs (“VPBA”) is responsible for administration and coordination of University-wide Policies and Procedures.

As appropriate, the VPBA consults with the Senate bodies (e.g. Faculty, Staff, or SGA) before implementing a change in policy or procedure. The VPBA also consults with the Executive Cabinet and Board of Trustees as applicable. Department heads are responsible for the administration of policies and procedures as they pertain to their areas of responsibility.

Occasionally, the University Administration and/or Board must make decisions without prior consultation with affected individuals or groups and reserves the right and authority to do so. The University also maintains exclusive discretion to exercise the customary functions of management. Including, but not limited to, the discretion to establish, change, modify, and abolish policies, procedures, rules, and regulations; to evaluate policies on a “case-by-case” basis before making decisions; and to consider extenuating circumstances in the interpretation or application of policies.

Policy Hierarchy

Policies and procedures are organized in descending order of precedence with each level superseded by the level(s) above it:

Legal and Regulatory Requirements

Federal and State Laws and Administrative Procedures

University-Wide Policies and Procedures

1. Bylaws of the Board of Trustees
2. Board Policies and Procedures
3. Operational Policies and Procedures
4. Faculty Handbook, Staff Handbook, Student Handbook

Unit-Level Policies and Procedures

1. Division Policies and Procedures
2. College Policies and Procedures
3. Departmental Policies and Procedures

Adopted January 2019

University of Montevallo

Operational Policy Authorization Form



Policy Adoption



Policy Revision*



Policy Withdrawal

Policy Title:

Operational Policy on Policies and Procedures

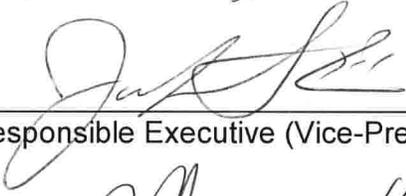
Responsible Office: Vice President of Business Affairs



Responsible Officer (Administrator, Dean, Director, or Department Head)

1/31/19

DATE



Responsible Executive (Vice-President/President)

1/31/19

DATE



Vice-President for Business Affairs

1/31/19

DATE

*NOTE: *Revised policies must show red-line track-changes*

Please mail the final, signed, hard-copy of this completed form to:

Business Affairs
Station 6010
(205) 665-6010

Please email a Word Document of the final version of the policy along with the red-line version to businessaffairs@montevallo.edu

FOR BUSINESS AFFAIRS USE ONLY

Policy #: PA: 001

Posted to UM Website – Date 02/01/19 Initials ZDB

Notice to Campus – Date 02/04/19 Initials ZDB