



PA:001 - Policy Management

Purpose: This policy sets forth the parameters for policy management at the University, including types of policies, policy formatting, and the responsible office(s) for implementation, review, and revision.

Origination: 1/13/19

Division: President's Office

Last Approved/Effective: 4/29/2024

Policy Owner: President's Office

Last Reviewed/Revised: 4/29/2024

Next Required Review: 4/29/2029

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). The University strives to have functional policies, approved through appropriate processes, revised in a timely manner, and published to ensure accessibility.

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 the objectives of policy.

Board Policy

Adopted by the Board of Trustees for the purpose of establishing broad institutional policy. Policies adopted by the Board of Trustees provide governance on university-wide issues that guide Board and Administration action.

Operational Policy

Adopted by the President pursuant to Board Policy 01:001 §9. University Policies are university-wide in scope but are aimed at carrying out the President's charge to ensure the effective administration and management of day-to-day operations at the University. The President has delegated authority to Executive Cabinet to adopt Operational Policies and Procedures that are administered by their Divisions.

Unit-Level Policy

Adopted by an academic or administrative unit of the University pursuant to authority delegated by position, policy and/or by the President. A unit-level policy may supplement but may not be in conflict with a Board Policy or Operational Policy. Unit-Level policies must be clear, concise, and published.

Policy Owner

The personnel and/or office responsible for the implementation and management of a policy. Policy owners are responsible for the review and revision of a policy, monitoring the effectiveness of a policy, ensuring compliance with a policy, and responsible for questions posed regarding a policy.

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 operational policy.

The President will appoint a member of Executive Cabinet to be responsible for administration and coordination of Policies and Procedures, who may identify a designee to assist in the process. The appointed cabinet member's contact information (along with any designees) will be published on the University website along with Board Policies, Operational Policies, and other appropriate policies and relevant University documents.

Policy Development and Revision

Division and/or department heads (or designees) and/or policy owners are responsible for the administration of policies and procedures as they pertain to their areas of responsibility. Division and/or department heads (or their designee) are tasked with proposing new policy and/or policy revision, as necessary, based on changes in applicable law, regulation, or other circumstances. Policies and/or policy revisions may also be proposed by appropriate bodies within a division or department (e.g., committees, senates, associations) and should be developed in consultation with appropriate constituents.

Board policies will be effective once approved by the Board of Trustees. Operational policies will be effective once approved by the Executive Cabinet. 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 Format

Board Policies and Operational Policies will follow the standard format, as demonstrated by this policy, to ensure consistency in communication, to include: purpose, relevant dates, and division and policy owner. Unit-Level Policies may follow this format whenever possible. Policy numbers will be assigned by the Executive Cabinet member (or designee) responsible for administration and coordination of university-wide Policies. Other sections may be included to provide additional structure and content, as needed (e.g., table of contents, scope, applicability, related documents). Wherever possible, procedure, while following directly from the policy, should be separate to allow for operational flexibility and management at the level of implementation.

Policy Review Schedule

Board Policies and Operational Policies shall be reviewed at the discretion of the policy owner (or designee) under the conditions listed above, but not to exceed five years.

Technical Corrections

Policy owners (or designees), in collaboration with the Executive Cabinet member responsible for administration and coordination of university-wide Policies and Procedures, are authorized to make technical corrections, to an Operational Policy, outside of a full review/revision, without approval. The possible technical changes are: correct typographical errors; make updated changes and consistency updates to names, titles, colleges, departments, programs, offices, and other units, statutory and regulatory references, updated policies, and other similar designations; and annotate policies to cross reference other university policies and/or documents.

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. *Bulletin*, *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