



University Community (faculty, staff and students)

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
DEVELOPING UNIVERSITY-WIDE POLICIES	November 2004	150.205

POLICY STATEMENT (R*)

The President, Provost, Vice Presidents, General Counsel, and the University Policies and Procedures Committee are hereby designated as policy-initiating authorities.

This policy recognizes that there are numerous administrative policies of the University that apply to the University community. These administrative policies are designed to comply with applicable federal, state and local laws, regulations of the university and the State of Florida Board of Governors. For all such administrative policies of the University, the policies and any implementing procedures will be formally reviewed and approved as set forth in this document.

This policy also recognizes that University policies and procedures that are within Academic Affairs, Undergraduate and Graduate Studies are subject to a specific approval process. This policy does not in any way alter or change the policy approval process for policies in Academic Affairs, Graduate Studies or Undergraduate Studies.

Florida International University shall maintain its official policies, along with University regulations and procedures, on a web page supported by the Office of University Compliance and Integrity.

Policies and procedures at Florida International University are divided into the following main categories:

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| University-Wide Governance and Guidance | Foundation and Affiliated Entities |
| Academic | Human Resources |
| Administration | Information Technology |
| Advancement/Development | Libraries |
| Athletics | Research |
| Business and Finance | Student Affairs |
| Enrollment Services | |

This policy must be followed by all members of the University community who are responsible for writing and updating University policies and procedures. Colleges, schools, centers, institutes, museums and departments of the University are bound to follow University policies and procedures. To the extent that there is a conflict between a college, school, center, institute, museum or departmental policy and a University policy and procedure, the provision of the University policy and procedure will prevail.

REASON FOR POLICY (O*)

Florida International University wants to ensure that faculty, staff and students understand the way that University policies and procedures are adopted, revised or repealed. The University community should also understand how University policies and procedures are categorized, as well as who is bound to abide by them.

Florida International University policies and procedures will:

1. serve as the cornerstone of the University's structure and values,
2. promote and enhance individual accountability,
3. provide useful guidance and
4. explain the University's business practices and expectations.

RELATED INFORMATION (O*)

HISTORY (R*)

This policy replaces and supersedes Policy 16.5 of the University Policies and Procedures Manual entitled “University Policies.”
Effective Date: November 2004; Revision Date(s): January 13, 2009; May 21, 2010 and May 8, 2015.

DEFINITIONS (R*)

University Policies and Procedures Committee: A committee designated and appointed by the President to act as the central body with responsibility to ensure that a formal review and approval process is followed in the adoption, revision or repeal of University policies and procedures. The University’s Operations Committee is designated as the University Policies and Procedures Committee. The Operations Committee consists of the Provost, the University Vice Presidents, two Academic Deans and other representatives as may be designated by the President.

University regulation: University regulations were formerly known as “University rules.” Under the authority of the State of Florida Board of Governors, the State Universities that comprise the State University System, through their Board of Trustees, now have in place a specific procedure to promulgate regulations. This regulation development procedure falls outside of the Florida Administrative Procedure Act and has been in effect since July of 2005. Rather than rules, State Universities now issue regulations.

University policy: A University policy deals with the University as a whole, establishing principles as a basis and guide for later action, and articulating the University’s official statements on issues it deems important to the governance of the University.

University procedure: A University procedure is strictly operational. It describes the steps to be taken to comply with a policy requirement.

PROCEDURES (O*)

Vice Presidents have responsibility for maintaining and updating policies within their areas of responsibility. If a new policy or change in policy is needed, the Vice President will provide the Office of University Compliance and Integrity with a draft of the new or updated policies on the form provided by the Office of University Compliance and Integrity. Appropriate input from affected University units will be obtained prior to submitting the policy or change in policy.

The Office of University Compliance and Integrity will review the policy or policy change for consistency with other University regulations, policies, and procedures and obtain feedback from the Office of the General Counsel regarding any legal considerations, if that feedback has not already been obtained. The Office of University Compliance and Integrity will then submit new and updated policies to the University Policies and Procedures Committee (the “Committee”) for approval. New and updated policies will be provided to the Committee as follows:

Level	Type of Policy/Regulation	Process	Required Action
1.	Minor, Non-Substantive or Technical Policies/Changes	Electronic Notification	No Action Required by Committee; Information Only
2.	Policies, Regulations or Changes Without Significant Impact	Electronic Notification	No Action Required by Committee Unless Committee Member Requests Presentation
3.	New Policies, Regulations or Changes With Potential for Significant Impact	Presentation to Committee by responsible Vice President or designee	Committee Consideration

After review by the Committee, the policy or regulation will be forwarded by the Office of University Compliance and Integrity to the President for review. Regulations and regulation changes must then be forwarded to the Board of Trustees for approval.

The adoption of new regulations or changes to regulations will also comply with the University's Regulation Development Procedure.

Procedures implementing University policies or regulations require approval only by the Vice Presidents for all areas directly and significantly impacted by the procedure and any such procedures will be provided to the Office of University Compliance and Integrity for review and posting in the University Policies and Procedures Library.

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Office of the General Counsel
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

Office of University Compliance & Integrity
Florida International University
11200 S.W. Eighth Street, PC 429
Miami, Florida 33199
Telephone: (305) 348-2216

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <http://policies.fiu.edu/>.

For any questions or comments, the "Document Details" view for this policy online provides complete contact information.

FORMS/ONLINE PROCESSES (O*)

New or Updated Policy, Procedure or Regulation Submission Form

Links to the above referenced Form(s) available in the "Document Details" Section of the online version of this policy document.

***R = Required *O = Optional**