



Developing University-Wide Policies #150.205

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
November 2004	April 9, 2024	Office of University Compliance and Integrity

POLICY STATEMENT

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 specific divisions may have specific development and approval processes *in addition to* those within the FIU Policy Framework (e.g., the Division of Academic and Student Affairs, Graduate School). This policy does not in any way alter or change the policy approval process for policies in these divisions.

Florida International University shall maintain its official policies 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:

University-Wide Governance and Guidance
Academic Affairs
Administration
Advancement
Athletics
Finance and Administration
Enrollment Services
Foundation and Affiliated Entities
Health Information Privacy
Human Resources
Information Technology
Libraries



Research
Student Affairs

SCOPE

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

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.

DEFINITIONS

DEFINITIONS	
TERM	DEFINITIONS
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 and Dean's Advisory Board (for academic related policies) is designated as the University Policies and Procedures Committee.

University regulation	<p>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. Regulations are statements to guide the conduct or action of constituents, adopted by the University Board of Trustees. Regulations must be consistent with law and resolutions, and strategic plan of the Florida Board of Governors. The University Compliance and Integrity Office is not responsible for the maintenance or recordkeeping of regulations.</p>
University policy	<p>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.</p> <p>The standards that guide the conduct of the community unless specifically exempted by the University President (President), a Regulation or a collective bargaining agreement. University generally involve more detailed matters of procedure and in certain cases matters not specifically addressed in state law or BOG or FIU Regulation. University Policy may not conflict with the aforementioned. University Policies are to be maintained and stored within the University Policy Library on the Office of University Compliance and Integrity website.</p>
University procedure	<p>A University procedure is strictly operational. It describes the steps to be taken to comply with a policy requirement.</p> <p>A procedure describes in detail the process to implement a policy.</p> <p>A procedure supports a policy.</p>
Policy Owner	<p>The department or individual(s) responsible for the subject matter of the policy or procedure and the administration/interpretation of a policy or procedure. They provide guidance to individuals or groups with questions or concerns about individual policies or procedures. Policy owners or their designee will serve as the local or unit policy administrator who will ensure consistency and compliance with University Policies and Procedures.</p>
University Policy Administrator	<p>The administrative staff within the FIU University Compliance and Integrity Office responsible for oversight of the policy</p>



development and approval process and for the storing of University Policies and Procedures on behalf of FIU.

ROLES AND RESPONSIBILITIES

See above definitions.

RELATED RESOURCES

[University Policy and Procedure Library](#)

[FIU Policy Framework](#)

[Policy Template](#)

[Procedure Template](#)

[University Regulations](#)

CONTACTS

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HISTORY

Initial Effective Date: This policy replaces and supersedes Policy 16.5 of the University Policies and Procedures Manual entitled "University Policies." November 2004

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): January 13, 2009; May 21, 2010; May 8, 2015; April 9, 2024 (Policy and Framework).



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PROCEDURE STATEMENT

Refer to the [FIU Policy Framework](#)