

## **SULC Development, Adoption and Implementation of Policies (Policy on Policies)**

### **I. Purpose**

Formal guidelines are necessary to assure the SULC community that the Law Center responds to its mission and operates in an effective, efficient, and consistent manner. The purpose of this policy is to ensure that the SULC community has ready access to its policies.

### **II. Application**

This policy applies to administration, faculty, staff, and students.

### **III. Definitions**

1. *Policy*: A policy is a statement of management philosophy and direction, established to provide guidance and assistance to the SULC community in the conduct of its affairs.
2. *Academic Policy*: An Academic Policy is a policy that directly affects the pedagogical and research mission of SULC.
3. *Administrative Policy*: An Administrative Policy is a non-academic and non-student policy governing the operation and finances of SULC.
4. *Student Policy*: A Student Policy is a policy that directly affects student life at SULC.
5. *Procedure*: A procedure is a guideline or series of interrelated steps taken to help implement the policy. SULC procedures:
  - should identify and link to the applicable Law Center policy,
  - should be written in a format that is easy to follow
  - should be reviewed and updated as necessary to ensure agreement with the most recent revision to the policy.

### **IV. Development**

1. Policies may be proposed by an SULC faculty or staff member.
2. A standing or ad hoc committee shall be assigned to assist in the review or development of a proposed policy.

### **V. Adoption of Policy**

1. The procedure for the adoption of a policy depends on whether the policy concerns subjects referenced in Section II of the SULC Governance Document.

2. The following rules apply for subjects referenced in Section II of the SULC Governance Document.

- a. The Chancellor shall give notice of proposed policy changes or adoption by placing the item on the Faculty Meeting agenda.
- b. The chair of the committee responsible for developing the proposed policy shall present a report to the Faculty at the faculty meeting explaining the proposed policy.
- c. The policy shall be approved by a simple majority vote of the Faculty.

3. The following rules apply for subjects not referenced in Section II of the SULC Governance Document.

- a. The Chancellor or the Chancellor's designee shall be responsible for the development and implementation of educational and administrative policies over matters not referenced in Section II of the SULC Governance Document.
- b. The Chancellor or the Chancellor's designee shall send a draft of the proposed policy to all Faculty members, stating a deadline by which comments are to be submitted. Ordinarily, that deadline shall be ten business days after the notification has been sent. All comments are to be submitted to the Administration and Finance Committee.
- c. After evaluating the comments submitted, the Administration and Finance Committee shall determine whether some or all or the provisions of the proposed policy fall under Faculty jurisdiction as referenced in Section II of SULC Governance Document.
- d. If the Administration and Finance Committee determines that the policy does not fall under Faculty jurisdiction, it should revise the proposed policy if necessary, after considering all comments, and submit the final document for the approval of the Chancellor.
- e. Once the Chancellor has approved the policy, the Chancellor or his designee shall notify the Faculty, and, if applicable, the staff and/or students.

- f. If the Administration and Finance Committee determines that the policy falls under Faculty jurisdiction, the policy may be referred to the appropriate standing committee, and the procedures for subjects referenced in Section II of the SULC Governance Document shall be applied.

4. Every policy shall concisely state its purpose; its effective date; its latest revision date, if applicable; to whom it is applicable; and who has primary responsibility for administration of the policy and its periodic review, indicated by title.

5. When no policy is in existence to provide guidance on a matter, the Chancellor is authorized to act appropriately under the circumstances. The Chancellor or the Chancellor's designee shall advise the Faculty of the need for a policy when the matter concerns a subject referenced in Section II of the SULC Governance Document.

6. If a policy is adopted or modified because of a legal change or a Southern University system-wide directive over which SULC has no control, the Chancellor or designee shall inform the Faculty, and, if applicable, the staff and/or students, of the change.

## **VI. Implementation of Policy**

1. The Chancellor and Vice Chancellors shall be responsible for implementation of policies and development of administrative guidelines and procedures to provide greater specificity and consistency in the implementation process. These guidelines and procedures shall be subject to approval by the Faculty.

2. The Chancellor and Vice Chancellors shall have primary responsibility for the periodic review of this policy.

3. To ensure ready access to its policies, SULC shall publish all policies in appropriate Law Center publications and make all policies accessible through its official web page, with links to applicable procedures or guidelines.

## **VII. Effective Date**

This policy shall be effective February 19, 2014.