UWG PROCEDURE NUMBER: 1.2.1, Formatting Policies and Procedures

Authority: UWG POLICY 1.2 (Policy and Procedures)

The University General Counsel, pursuant to the authority of UWG Policy 1.2, establishes the following procedures for compliance with UWG Policy 1.2 on Policies and Procedures:

A. Definitions

1. **Affiliated Organizations** – An organization, identified through a memorandum of understanding (MOU) with the University, that serves to raise funds or bring good credit to UWG.
2. **Approval Process** - The process established by the University of West Georgia for the approval of new policy. See Table 1 for a flow chart summarizing the process.
4. **Code** - Generally refers to a collection of laws or regulations. Unless defined otherwise, “Code” will refer to the *Official Code of Georgia Annotated*, which is the codification of the laws of the State of Georgia as enacted by the Georgia General Assembly.
5. **Consequences** - A result that occurs from failure to follow established policies and procedures; usually in the form of a disciplinary action or penalty.
6. **Departmental Policy** - Generally refers to policy that prescribes behavior not to the University as a whole, but to a specific unit or department on campus, e.g., University Police Policies.
7. **Duties** - See “Requirements.”
8. **Enabling Policy** - Refers to policy established as “UWG Policy,” which policy grants authority to (“enables”) designated individuals to implement or enforce the policy.
9. **Guidelines** - Suggested methods/action/behavior that is not considered mandatory, but rather seeks to streamline, simplify, or assist with policy compliance. May be used interchangeably with “Standards,” “Best Practices,” or “Principles.”
10. **Handbook** - A compilation of policies and procedures in the form of a book for a specific group of people such as students, employees, faculty, police, etc. May be used interchangeably with “Manual.”
12. **May** - indicates an option.
13. **May not** - indicates a prohibition.
14. **Policy** - Policy prescribes the expected course of action for employees (faculty and staff), students, and third parties as may be identified therein. Failure to comply with policy will result in “Consequences.” Policy may also be referred to as “Rules” or “Regulations.”
15. **Principle** - See “Guidelines.”
16. **Procedure** - Generally, a method by which a policy can be accomplished. Procedures may include instructions on “how to” comply with a policy. Procedures generally are expressed as a series of operational activities or series of steps that should be executed. For the purposes of UWG’s Policies and Procedures, UWG Procedure may include additional requirements not characterized as method or “how
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"Policy" in order to give some flexibility to manage change. Therefore, "Procedures" will be considered UWG "Policy" for purposes of enforcement.

16. Regulations - See "Policy."
17. Requirements - Mandatory actions in "Policy" or "Procedures;" generally referred to as "Requirements" or "Responsibilities," or "Duties."
18. Responsibilities - See "Requirements."
20. SACSCOC - Abbreviation for “Southern Association of Colleges and Schools Commission on Colleges.”
21. Shall, Will, and Must - indicate a legal, regulatory, standard, or policy requirement. "Shall" and "Will" are used for persons and organizations, and "Must" for inanimate objects
22. Should - indicates a recommendation that, in the absence of an alternative providing equal or better protection from risk, is an acceptable approach to achieve a requirement.
24. Statutes - Generally references a set of laws, in the same context as "Code;" however, for the purposes of UWG Policy, "Statutes" refers to the UWG Statutes that were approved by the Board of Regents and which set forth UWG’s organizational structure.

B. Approval Process

1. Non-Academic Items: Staff members may suggest the need for policy with the approval of his/her supervisor and applicable Vice President. Similarly, any staff committee charged with recommending policy may submit recommendations as set forth in the established procedure. A policy proposal will be drafted using the attached “Policy Request Form”, and submitted to University General Counsel to begin the approval process (See Table 1 for a Summary of the Institutional Policy Writing for Proposals that DO NOT Concern Matters Governed by the Faculty Senate). Policy proposals will be posted online for comments by the University community.

2. Academic Items: The Faculty Senate and its committees have processes for recommending policy and these processes must be followed (See Table 2 for a Summary of the Institutional Policy Writing Process for Proposals Governed by the Faculty Senate).

3. Advice on Procedures: The person named by policy to establish procedures is encouraged to consult with the University General Counsel for formatting advice. The Faculty Senate Executive Committee similarly should be consulted on issues concerning academic policy.

C. Formatting Process

1. Policies:

Requests for new policy or revisions to existing policy will be submitted on the Template “Policy Request Form” (attached to this Policy). In consultation with the unit seeking the policy, the University General Counsel will assign a policy number, identify the categories of persons (i.e., faculty, students, vendors, etc.)
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who must comply with the stated policy ("Context"), and the person (by title) to be authorized by the President to establish procedures for compliance with the policy. Following the approval process, the policy will be signed and dated by the President. Any policy that has not been approved and signed by the President is not considered a final policy of the institution. Approved policies will be found on the University’s policy web site.

Supplemental information may be provided under the title “Administration & Additional Resources” that gives a “Short Title,” “Previous Versions” (and dates), “Oversight” (the party responsible for assuring compliance with the policy), or “Additional Resources” (links to other sources that may cross reference or supplement the policy). “Associated Procedures,” if any, will be listed at the bottom of the policy.

2. Procedures

Procedures will be assigned a number that relates back to the enabling policy, but will be clearly marked as a “Procedure.” Procedures may be established by the person authorized in the enabling policy and signed by his/her corresponding Vice President, or President if he/she is a direct report to the President. Procedures will include at the outset, any definitions that are relevant, followed by the text of the procedures. Suggested content includes the methods for achieving compliance and consequences for subsequent non-compliance with the established policy and procedures. Procedures should be drafted concurrently with the policy so that both may be published simultaneously, if the procedure does not relate back to an existing policy. Final and approved procedures will be forwarded to University General Counsel for final review and posting on the University’s policy web site.

Issued by the University General Counsel, the 13th day of May, 2016.

Signature, University General Counsel

Reviewed by President:

Previous version dated: N/A
University of West Georgia
Policy/Procedure Request Form
Complete and Submit to University General Counsel at policy@westga.edu

CHECK ONE:  NEW POLICY/PROCEDURE  □    REVISION OF EXISTING POLICY/PROCEDURE  □

<table>
<thead>
<tr>
<th>Department/Unit Requesting</th>
<th>(Identify which department is responsible – policy number will be assigned by University General Counsel)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy/Procedure Name:</td>
<td>(Suggested title)</td>
</tr>
<tr>
<td>STATEMENT:</td>
<td>(Insert a brief statement on why your department needs the new policy/procedure or revision)</td>
</tr>
<tr>
<td>CONTEXT:</td>
<td>(Scope – identify who is affected by this policy/procedure)</td>
</tr>
<tr>
<td>TEXT:</td>
<td>(Insert text of policy here – please be as brief as possible. Methods to comply with policy will be included in the accompanying procedures)</td>
</tr>
<tr>
<td>Procedures to be written by:</td>
<td>(Department level under supervision of VP)</td>
</tr>
<tr>
<td>Short Title:</td>
<td>(Suggest a short title to be used, if applicable)</td>
</tr>
<tr>
<td>Previous Versions:</td>
<td>(Give name and date of any policy that this will replace; if none, N/A)</td>
</tr>
<tr>
<td>Oversight:</td>
<td>(Title of person who will be the initial person to enforce compliance)</td>
</tr>
<tr>
<td>Additional Resources:</td>
<td>(List of laws, policies, or other resources that will help the reader with compliance)</td>
</tr>
<tr>
<td>Associated Procedures:</td>
<td>(Policy is general in form; what topics should be included and discussed in more detail? List here)</td>
</tr>
</tbody>
</table>

REVIEWED BY:  (NAME, DATE, AND TITLE)
Table 1

INSTITUTIONAL POLICY WRITING PROCESS – NON-ACADEMIC POLICY

*PROPOSALS THAT DO NOT CONCERN MATTERS GOVERNED BY THE FACULTY SENATE
Table 2

INSTITUTIONAL POLICY WRITING PROCESS – ACADEMIC POLICY

*PROPOSALS GOVERNED BY THE FACULTY SENATE

- Senate Committee (Initiator)
  - Policy Draft
  - Faculty Senate
    - University President approves and endorses
      - UWG Policy Taskforce
        - Format
          - UWG Policy Taskforce