UWG PROCEDURE 1.3.2, Chief Functional Officers

**Authority:** UWG POLICY 1.3 (Policy Authority)

The Chief Legal Counsel, pursuant to the authority of UWG Policy 1.3, establishes the following procedures for compliance with UWG Policy 1.3 on Policy Authority:

Functional authority and titles are delegated by the President in order to comply with regulatory requirements and fulfill the goals of the institution

A. **Definitions**

1. **Consequences** - A result that occurs from failure to follow established policies and procedures; usually in the form of a disciplinary action or penalty.
2. **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.
3. **Duties** - See "Requirements."
4. **Enabling Policy** - Refers to policy established as "UWG Policy," which policy grants authority to ("enables") designated individuals to implement or enforce the policy.
5. **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."
6. **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."
8. **May** - indicates an option.
9. **May not** - indicates a prohibition.
10. **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."
11. **Principle** - See "Guidelines."
12. **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 to" in order to give some flexibility to manage change. Therefore, "Procedures" will be considered UWG "Policy" for purposes of enforcement.

17. **Requirements** - Mandatory actions in "Policy" or "Procedures;" generally referred to as "Requirements" or "Responsibilities," or "Duties."

18. **Responsibilities** - See "Requirements."


20. **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.

21. **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.

22. **Standard** - See "Guidelines."

23. **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. Chain of Authority**

Board of Regents policy establishes the University President as Executive Head of the Institution, and mandates that discretionary powers be broad enough to discharge these responsibilities. The President may grant functional authority and titles to campus principals to ensure that the University remains in compliance with regulatory mandates and advances the interests of the institution.

*See Appendix A for a listing of Chief Functional Officers.*

**C. Compliance**

Unless stated otherwise in UWG's policies and procedures, failure to comply with any applicable law, UWG Policy, or UWG Procedure can result in a disciplinary action against employees or students. Vice Presidents are responsible for ensuring compliance within their division.

**D. Resources**

- Board of Regents Policies - [http://www.usg.edu/policies/]
- University of West Georgia, Statutes (latest version approved by the Board of Regents)

*Issued by the University General Counsel, the 6th day of January, 2020.*

[Signature, University General Counsel]

Reviewed by President: [Signature]

*Previous version dated: N/A*
Appendix A
Chief Functional Officers Matrix
*For most recent version, please see the following link